HIV MRT

Grant Management Reporting Tool

PreventionManagement
Reporting & Training System

USER MANUAL

VERSION 1.5

FEBRUARY 2012

Ph: 888.348.4248
Fax: 412.366.7199
DITICSupport@kitsolutions.net

KIT Solutions®, LLC
5700 Corporate Dr
Suite 530
Pittsburgh, PA 15237

TABLE OF CONTENTS

Introduction 7
Tips For Using the System Effectively 8
- Recommended Computer Settings 8
- Application Navigating 9
  - Menu Information 10
  - Landing Pages 12
  - Listing Pages 13
  - Edit Forms 16
- Data Fields & Buttons 17
  - Calendar Feature 18
  - Edit Form Buttons 19
  - Additional Feature Buttons 19
  - Training Videos 20

Login Procedure 21
- Change Your Password 24
- Forgot Your Password? 26
- Account Locked 28
- Current Organization 30
- Grant Selection 31

Assessment 32
- Community Needs Assessment Synopsis Information 33
  - Updating the Community Needs Assessment Synopsis Information 33
- Community Needs Assessment Changes and Updates 39
  - Adding Community Needs Assessment Change and Updates 39
  - Editing Community Needs Assessment Changes and Updates 40
  - Deleting Community Needs Assessment Changes and Updates 40
- Guiding Principles 41
  - Adding Guiding Principles 41
  - Editing Guiding Principles 42
  - Deleting Guiding Principles 42
- Accomplishments and Barriers 43
  - Adding an Accomplishment or Barrier 43
  - Editing Accomplishments and Barriers 44
  - Deleting Accomplishments and Barriers 44

 © KIT Solutions® 2012

Conclusions and Recommendations 45
Adding Conclusion and Recommendations 45
Editing Conclusions and Recommendations 46
Deleting Conclusions and Recommendations 46
Capacity 47
Project, Organization, and Community Capacity 48
Adding Project, Organization and Community Capacity Members 48
Editing a Project, Organization, and Community Capacity Member 50
Deleting a Project, Organization, and Community Capacity Member 50
Project Advisory Council Meetings 51
Adding Project Advisory Council Meetings 51
Editing Project Advisory Council Meetings 53
Deleting Project Advisory Council Meetings 53
Technical Training and Assistance 54
Adding Technical Training and Assistance 54
Editing Technical Training and Assistance 55
Deleting Technical Training and Assistance 55
Guiding Principles 56
Adding Guiding Principles 56
Editing Guiding Principles 57
Deleting Guiding Principles 57
Accomplishments and Barriers 58
Adding an Accomplishment or Barrier 58
Editing Accomplishments and Barriers 59
Deleting Accomplishments and Barriers 59
Conclusions and Recommendations 60
Adding Conclusion and Recommendations 60
Editing Conclusions and Recommendations 61
Deleting Conclusions and Recommendations 61
Planning 62
Strategic Prevention Plan Synopsis 63
Updating the Strategic Prevention Plan Synopsis 63
Goals 65
Adding Goals 65
Editing Goals 66
Deleting Goals 66

 © KIT Solutions® 2012

Objectives 67
Adding Objectives 67
Editing Objectives 69
Deleting Objectives 69
Intervention Planning 70
Adding Intervention Planning 70
Editing Intervention Planning 72
Deleting Intervention Planning 72
Direct Service Planning 73
Adding Direct Service Planning 73
Editing Direct Service Planning 74
Deleting Direct Service Planning 74
Direct Service Planning (Historical) 75
Viewing Historical Direct Service Planning 75
HIV Testing Planning 76
Updating Planned HIV Testing 76
Indirect Service Planning 77
Adding Indirect Service Planning 77
Editing Indirect Service Planning 79
Deleting Indirect Service Planning 79
Guiding Principles 80
Adding Guiding Principles 80
Editing Guiding Principles 81
Deleting Guiding Principles 81
Accomplishments and Barriers 82
Adding an Accomplishment or Barrier 82
Editing Accomplishments and Barriers 83
Deleting Accomplishments and Barriers 83
Conclusions and Recommendations 84
Adding Conclusions and Recommendations 84
Editing Conclusions and Recommendations 85
Deleting Conclusions and Recommendations 85
Implementation 86
Numbers Served 87
Updating Numbers Served 87
Grant Expenditures 88

 © KIT Solutions® 2012

Updating Grant Expenditures 88
Intervention Implementation 89
Adding Intervention Implementation 89
Editing Intervention Implementation 90
Deleting Intervention Implementation 90
Direct Service Implementation 91
Adding Direct Service Implementation 91
Editing Direct Service Implementation 92
Deleting Direct Service Implementation 92
Direct Service Implementation (Historical) 93
Viewing Historical Direct Service Implementation 93
HIV Testing Implementation 94
Updating HIV Testing Implementation 94
Indirect Service Implementation 96
Adding Indirect Service Implementation 96
Editing Indirect Service Implementation 97
Deleting Indirect Service Implementation 97
Participant Recruitment Activities 98
Adding Participant Recruitment Activities 98
Editing Participant Recruitment Activities 99
Deleting Participant Recruitment Activities 99
Outreach/Recruitment Activities (Historical) 100
Viewing Historical Recruitment Activities 100
Referrals 101
Adding Referrals 101
Editing Referrals 102
Deleting Referrals 102
Environmental Strategy Outcomes 103
Adding Environmental Strategy Outcomes 103
Editing Outcome Data 106
Deleting Outcome Data 106
Adding Follow-Up Outcomes 107
Editing a Follow-Up Outcome Data 108
Deleting a Follow-Up Outcome Data 108
Guiding Principles 109
Adding Guiding Principles 109

 © KIT Solutions® 2012

Editing Guiding Principles 110
Deleting Guiding Principles 110
Accomplishments and Barriers 111
Adding an Accomplishment or Barrier 111
Editing Accomplishments and Barriers 112
Deleting Accomplishments and Barriers 112
Conclusions and Recommendations 113
Adding Conclusion and Recommendations 113
Editing Conclusions and Recommendations 114
Deleting Conclusions and Recommendations 114
Evaluation 115
Evaluation Results, Summary and Findings (Historical) 116
Viewing Historical Evaluation Results, Summary and Findings 116
Evaluation Results, Summary, & Findings 117
Adding Evaluation Results, Summary, & Findings 117
Editing Evaluation Results, Summary, & Findings 119
Deleting Evaluation Results, Summary, & Findings 119
Guiding Principles 120
Adding Guiding Principles 120
Editing Guiding Principles 121
Deleting Guiding Principles 121
Accomplishments and Barriers 122
Adding an Accomplishment or Barrier 122
Editing Accomplishments and Barriers 123
Deleting Accomplishments and Barriers 123
Conclusions and Recommendations 124
Adding Conclusions and Recommendations 124
Editing Conclusions and Recommendations 125
Deleting Conclusions and Recommendations 125
Administration 126
Progress Reports 127
Subcontractors 130
Adding Subcontractors 130
Editing Subcontractors 131
Deleting Subcontractors 131
Progress Report Questions and Answers 132

 © KIT Solutions® 2012

INTRODUCTION

The MAI SPF (HIV) MRT system is a web-based system designed to help your organization or help you use SAMHSA's Strategic Prevention Framework (SPF). Each SPF step (Assessment, Capacity, Planning, Implementation, and Evaluation) is displayed as a link (or button) at the top of the page. Required progress reports will be submitted through MAI SPF (HIV) MRT. In addition to submitting reports, you will be able to use MAI SPF (HIV) MRT as a way to manage your grant. Administrative functions are available under the Administration link. You will work through each of these SPF steps to populate your quarterly report under Administration.

© KIT Solutions® 2012

TIPS FOR USING THE SYSTEM EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 pixels or larger. If your screen resolution is smaller (e.g., 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, you will have to scroll more both up & down and left & right to access all the data fields.

To change your PC monitor settings, right click on the Desktop background and select **Properties**. Next, click on the **Settings** tab and move the **Screen Resolution** scroll bar to the right (towards "more") to select 1024 X 768 resolution. Click the **OK** button at the bottom of the window to make the change effective.

Web Browser

The web browser supported by MAI SPF (HIV) MRT is Microsoft Internet Explorer (IE). Mozilla Firefox, Netscape, Safari and other browsers may not be supported by MAI SPF MRT. They may function, but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blocker

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like MAI SPF (HIV) MRT require pop-ups to be able to function. If your pop-up blocker is enabled, there is a possibility that MAI SPF (HIV) MRT may not function or appear properly. You should either disable the pop-up blocker while using MAI SPF (HIV) MRT (while remembering to enable it, if desired, when not in MAI SPF (HIV) MRT) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option "Tools" and then go to "Internet Options". After the "Internet Options" window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If you're "Block Pop-Ups" checkbox is checked then click on the "Settings" button. You can now add the MAI SPF (HIV) MRT link to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from MAI SPF (HIV) MRT.

*Note: These are instructions for Internet Explorer 7.0 and may be different for other Internet Explorer version

© KIT Solutions® 2012

Application Navigating

MAI SPF (HIV) MRT is set up in such a fashion that moving from top to bottom of each page and section to section on the Menu is the only approach to using the system. You must start at Assessment, filling in all of the information for that area (all pages and submenus), before moving on to Capacity. Continuing in this manner will ensure that all of the sections of the system have enough information to function correctly. If certain sections have not been completed, you may have difficulty completing other sections. You also must save each screen before moving onto the next section by clicking on the

(Save) button located at the bottom of the page.

Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

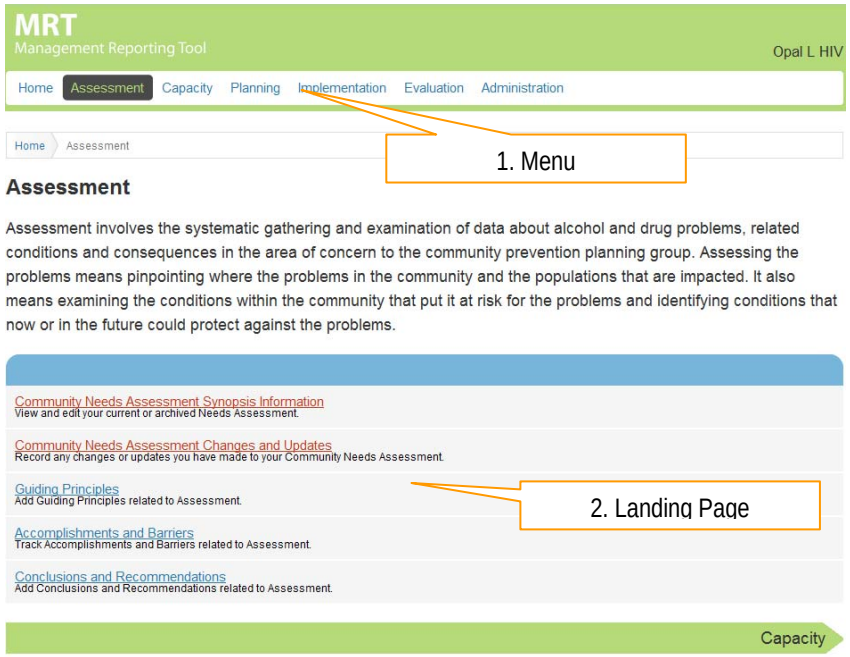
Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

© KIT Solutions® 2012

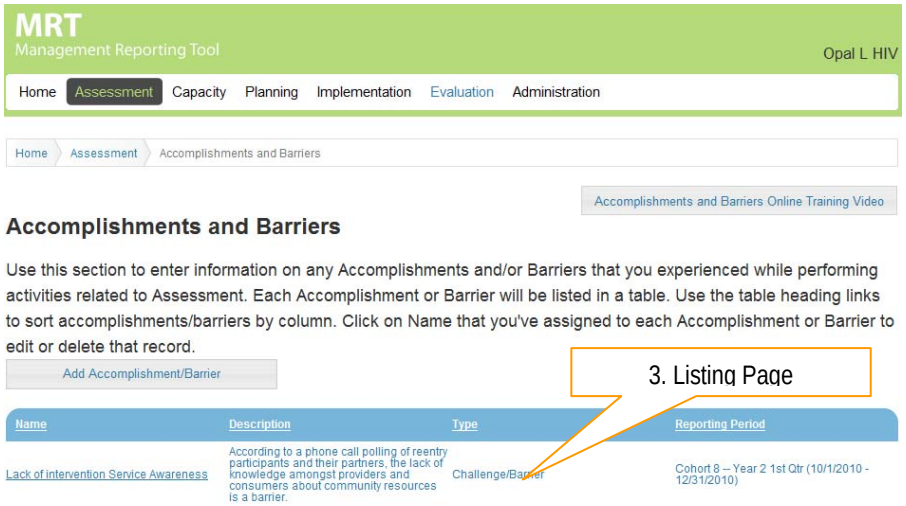
Menu Information

You can also access the 6 main areas from the Home Page. The menu for MAI SPF (HIV) MRT is located across the top of the screen. The Menu includes links to the six main areas of MAI SPF (HIV) MRT. Clicking on a link brings you the corresponding page (called a Landing Page) which displays the submenu modules for that area as links to access the module. Once a module is selected from a Landing Page, the module's Listing Page will be available to add new data or modify existing data. (For more information on Landing Pages and Listing Pages, see the Basic Layout section.)

1. Menu — Constant (unchanging). Available at all times.
2. Submenu Category — Varies depending on which Menu link is selected.
3. Landing Page — Varies depending on which Menu link is selected.
4. Listing Page — Varies depending on which Menu link is selected.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
1. Menu
Assessment
Assessment involves the systematic gathering and examination of data about alcohol and drug problems, related conditions and consequences in the area of concern to the community prevention planning group. Assessing the problems means pinpointing where the problems in the community and the populations that are impacted. It also means examining the conditions within the community that put it at risk for the problems and identifying conditions that now or in the future could protect against the problems.
Community Needs Assessment Synopsis Information
View and edit your current or archived Needs Assessment.
Community Needs Assessment Changes and Updates
Record any changes or updates you have made to your Community Needs Assessment.
Guiding Principles
Add Guiding Principles related to Assessment.
2. Landing Page
Accomplishments and Barriers
Track Accomplishments and Barriers related to Assessment.
Conclusions and Recommendations
Add Conclusions and Recommendations related to Assessment.
Capacity

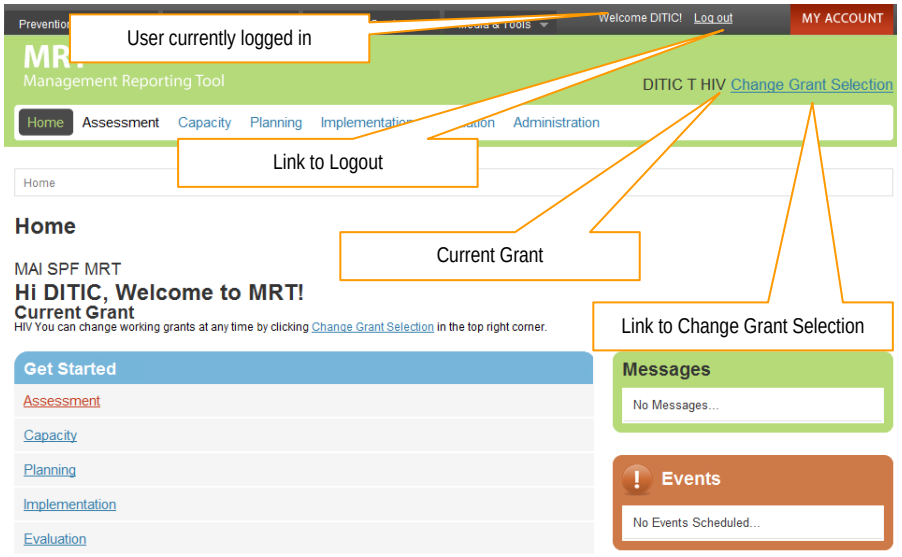
(This is a screenshot displaying the Menu (1) and a Landing Page (2).)


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
3. Listing Page
Name
Description
Type
Reporting Period
Lack of intervention Service Awareness
According to a phone call polling of reentry participants and their partners, the lack of knowledge amongst providers and consumers about community resources is a barrier.
Challenge/Barrier
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)

(This is a screenshot displaying a Listing Page (3).)

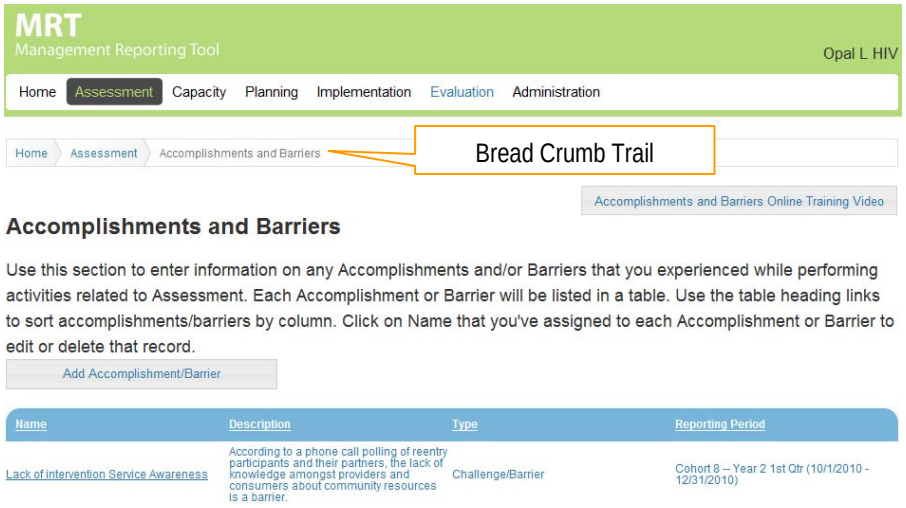
 © KIT Solutions® 2012

Above the Menu provides links to Logout of the system or to Change Grant Selection. The Grant is listed as well as the user currently logged into MAI SPF MRT.



Bread Crumb Trail

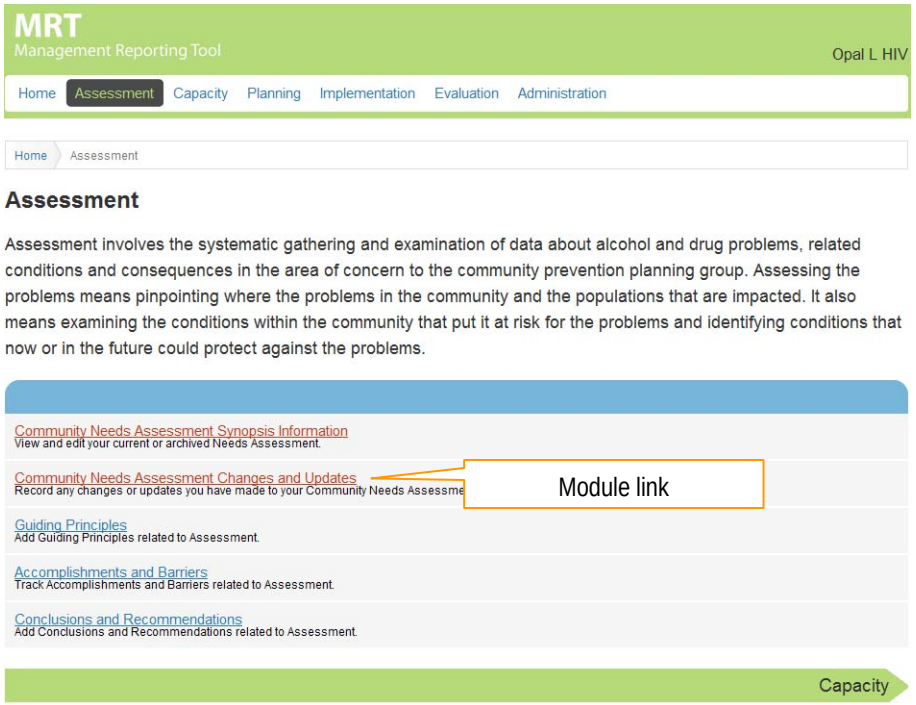
A "Bread Crumb Trail" is provided to indicate where you currently are in the application. The links provided in the Bread Crumb Trail also allows you to move **backwards** in the application.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Bread Crumb Trail
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
Name
Description
Type
Reporting Period
Lack of intervention Service Awareness
According to a phone call polling of reentry participants and their partners, the lack of knowledge amongst providers and consumers about community resources is a barrier.
Challenge/Barrier
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)

 © KIT Solutions® 2012

Landing Pages

The Landing Page is the main page of each of the main sections, or modules (Home, Assessment, Capacity, Planning, Implementation, Evaluation, and Administration) within MAI SPF (HIV) MRT. The Landing Page contains the links for each module within the section. No data is entered on the Landing Page.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Assessment
Assessment involves the systematic gathering and examination of data about alcohol and drug problems, related conditions and consequences in the area of concern to the community prevention planning group. Assessing the problems means pinpointing where the problems in the community and the populations that are impacted. It also means examining the conditions within the community that put it at risk for the problems and identifying conditions that now or in the future could protect against the problems.
Community Needs Assessment Synopsis Information
View and edit your current or archived Needs Assessment.
Community Needs Assessment Changes and Updates
Record any changes or updates you have made to your Community Needs Assessme
Module link
Guiding Principles
Add Guiding Principles related to Assessment.
Accomplishments and Barriers
Track Accomplishments and Barriers related to Assessment.
Conclusions and Recommendations
Add Conclusions and Recommendations related to Assessment.
Capacity

(This is a screenshot displaying a Landing Page.)

© KIT Solutions® 2012

Listing Pages

The Listing Page is the main page of each module within the main sections of MAI SPF MRT. The Listing Page contains either all data that has been entered for the module or a portion of the data that has been entered with links to view/edit the previously recorded data in its entirety. No data is entered on the Listing Page.

Tips

- When viewing a Listing Page, all of the data is available for searching.

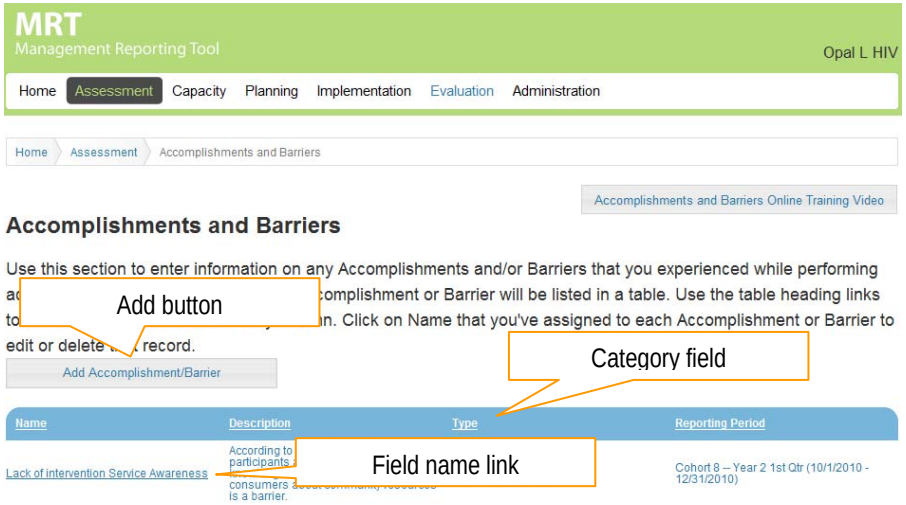
There are three types of Listing Pages:

1. Grid View
2. Hierarchy View
3. Single Form View

Grid View:

The Grid View displays the data in tables. Multiple data is entered and saved when a Grid View Listing Page is available. Specific pieces of data will be displayed within the grid based on the fields within the Edit Form (See the 3. Edit Form section for details on the Edit Form).

- An Add (Add) or Create (Create) button will be available above the grid to create multiple data entries.
- Clicking on a field name link located to the left within the grid will allow you to view/edit the data.



(This is a sample screenshot displaying a "Grid View" Listing Page.)

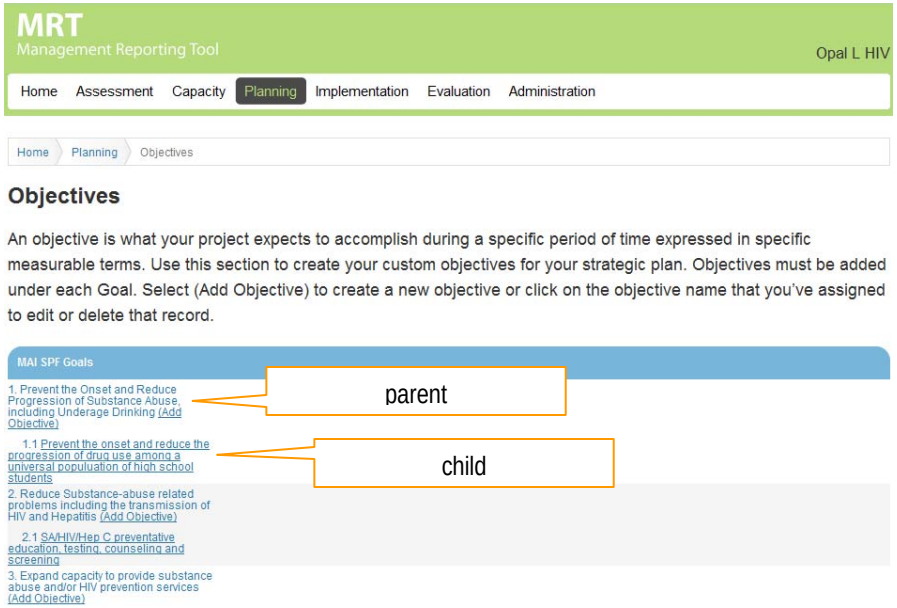
Tips

- Clicking on a field name in a Category field (e.g., Name) will allow you to sort through your data in ascending or descending order.
- If you are entering data for the first time, the grid will appear empty.

© KIT Solutions® 2012

Hierarchy View:

A Hierarchical View is used when there is a ‘Parent/Child’ relationship. Looking at the example, it shows the parent (the Goal) and the child (the Objective). The need to link a child (objective) to a parent (goal) adds complexity to the process of adding and searching. The hierarchical view was designed to simplify these tasks.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Objectives
Objectives
An objective is what your project expects to accomplish during a specific period of time expressed in specific measurable terms. Use this section to create your custom objectives for your strategic plan. Objectives must be added under each Goal. Select (Add Objective) to create a new objective or click on the objective name that you've assigned to edit or delete that record.
MAI SPF Goals
1. Prevent the Onset and Reduce Progression of Substance Abuse, including Underage Drinking (Add Objective)
1.1 Prevent the onset and reduce the progression of drug use among a universal popuiuation of high school students
2. Reduce Substance-abuse related problems including the transmission of HIV and Hepatitis (Add Objective)
2.1 SA/HIV/Hep C preventative education, testing, counseling and screening
3. Expand capacity to provide substance abuse and/or HIV prevention services (Add Objective)
parent
child

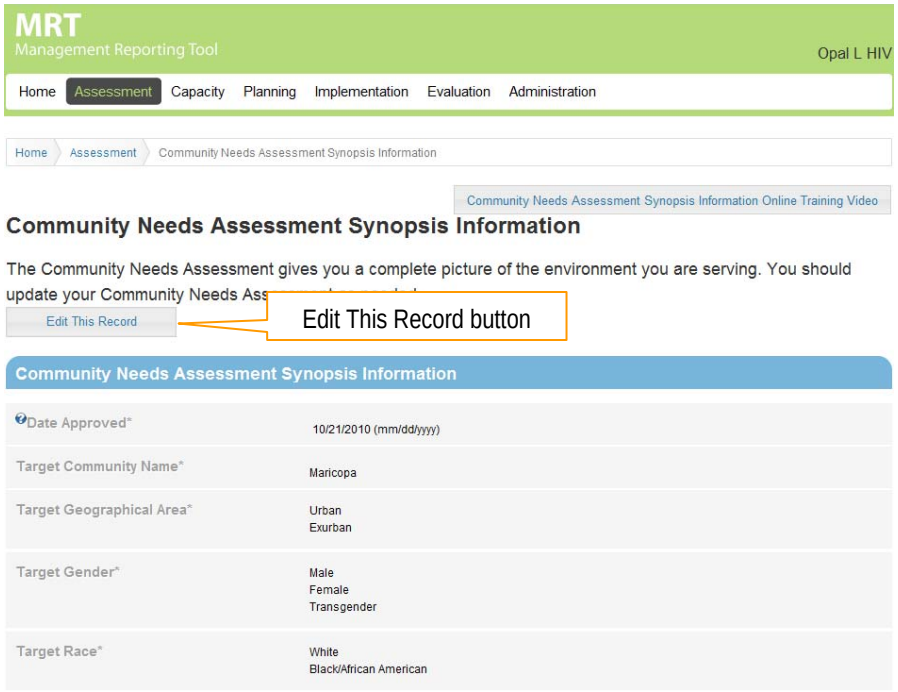
(This is a sample screenshot displaying a “Hierarchy View” Listing Page.)

© KIT Solutions® 2012

Single Form View:

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form (See the 3. Edit Form section for details on the Edit Form).

- An Edit This Record (**Edit This Record**) button will be available to modify the data.



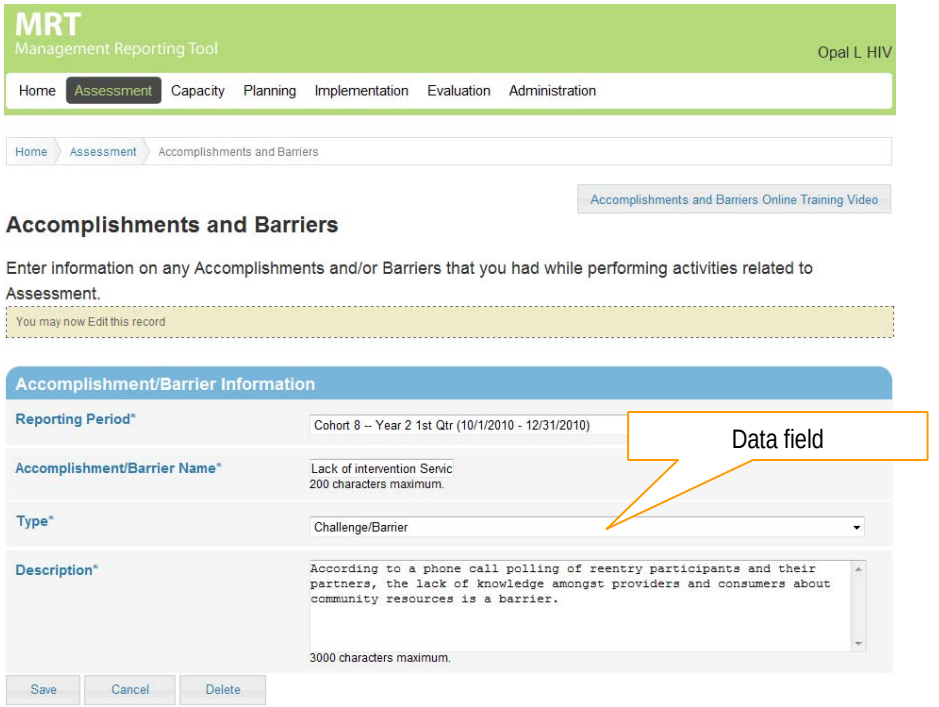
(This is a sample screenshot displaying a "Single Form View" Listing Page.)

© KIT Solutions® 2012

Edit Forms

The Edit Form contains the fields for entering and editing data.

- If you clicked the Add (Add) or Create (Create) button to enter new information into a form, the Edit Form data fields will be blank.
- When selecting a field name link to view existing data, the Edit Form data fields will display the data entered/selected previously. These fields may be modified, if needed.



(This is a sample screenshot of an Edit Form.)

© KIT Solutions® 2012

Data Fields & Buttons

In MAI SPF (HIV) MRT there are several fields, boxes, and buttons that are used to collect, store, and organize data.

Here are some examples:

Type	Preview/Description
Text Field (aka Text Box)	
Drop Down List (aka Pull Down Menu)	Select One
Required Field	Date Established* (mm/dd/yyyy)
Radio Buttons	checked unchecked
Check Boxes	checked unchecked
Calendar	(See the Calendar Feature section for instructions.)

Entering data into MAI SPF (HIV) MRT can be made easier by using the "Tab" key on the keyboard. The "Tab" key advances the cursor to the next data field. You can go from the current field to the previous field by holding "Shift" and pressing "Tab" (Shift + Tab). You can also navigate through the fields by using the mouse.

If a **required field** does not have data entered into it and you try to save the form, you will receive a message that informs you of the field vacant of data and you will not be able to save that form until that field has data. Some or all of the fields may be required in order to save the form. Those fields that are required have an * (**asterisk**) after the field name.

Tips

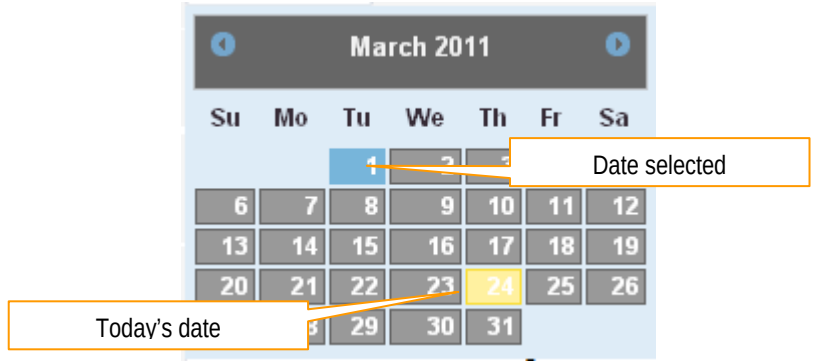
- You must click the Save (**Save**) button before moving on to the next section in the application.
- Type an identifying letter of an item in a dropdown menu to appear in the box.

© KIT Solutions® 2012

Calendar Feature

Dates can be entered in two different ways: 1) typing the date directly into the field or 2) using the **Calendar** feature. The **Calendar** can be used as an alternative option to entering a date directly into a date field.

1. When you select a date field, a calendar displaying the current month and year will display below the date field.
2. Select the date by clicking on a number within the calendar.
3. The calendar will close and the date will appear within the date field.



*Note: You can also change the month by clicking the arrows to the right and left of the Month/Year. Clicking the arrow will take you to the previous month whereas clicking the arrow will take you to the next month.

For instance, the current month displaying is March. Clicking the arrow will take you to February whereas clicking the arrow will take you to April.

© KIT Solutions® 2012

Edit Form Buttons

Information is entered and edited through the Edit Form. The table below summarizes the buttons used to enter and edit data into an Edit Form.

Button	Description
Add / Create	Must be selected to add new information to an Edit Form
Edit This Record	Allows the Edit Form fields to be “open” for modification
Delete	Removes the information (data) from the MAI MRT (HIV) SPF database
Save	Adds the information (data) to the MAI MRT (HIV) SPF database
Cancel	Cancels the Add or Edit without saving the information (data) entered

Additional Feature Buttons

Within the MRT Application are icons offering additional help to the user. Click on one of the icons to receive the help needed.

	Provides information on the desired topic

Below are some additional buttons that may appear within a form:

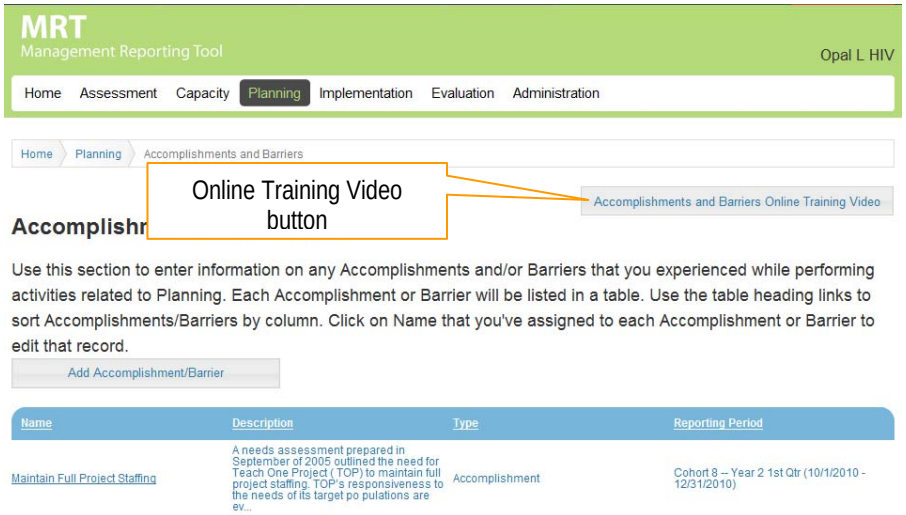
Submit	Forwards the approved information to the appropriate parties for further consideration.
Export	Downloads the selected file into the desired format.
Capacity.	Allows you to move to the next module.
Online Training Video	(See the Training Videos section for additional information.)

© KIT Solutions® 2012

Training Videos

The MRT system has training videos available to watch in addition to using this manual. These videos are broken down into the different sections of the system, and many sections have access to its respective training video. Follow the instructions below to view a training video.

1. To view the training video of the section you are currently in, click the Online Training Video (**Online Training Video**) button.
2. The video will open in a new window.
3. To close the training video window, click the X on the top-right corner of your screen.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Accomplishments and Barriers
Online Training Video button
Accomplishments and Barriers Online Training Video
Accomplishr
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Planning. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort Accomplishments/Barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit that record.
Add Accomplishment/Barrier
Name
Description
Type
Reporting Period
Maintain Full Project Staffing
A needs assessment prepared in September of 2005 outlined the need for Teach One Project (TOP) to maintain full project staffing. TOP's responsiveness to the needs of its target po pulations are ev...
Accomplishment
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)

(This is a sample screenshot of a Listing Page displaying a Video button.)

 © KIT Solutions® 2012

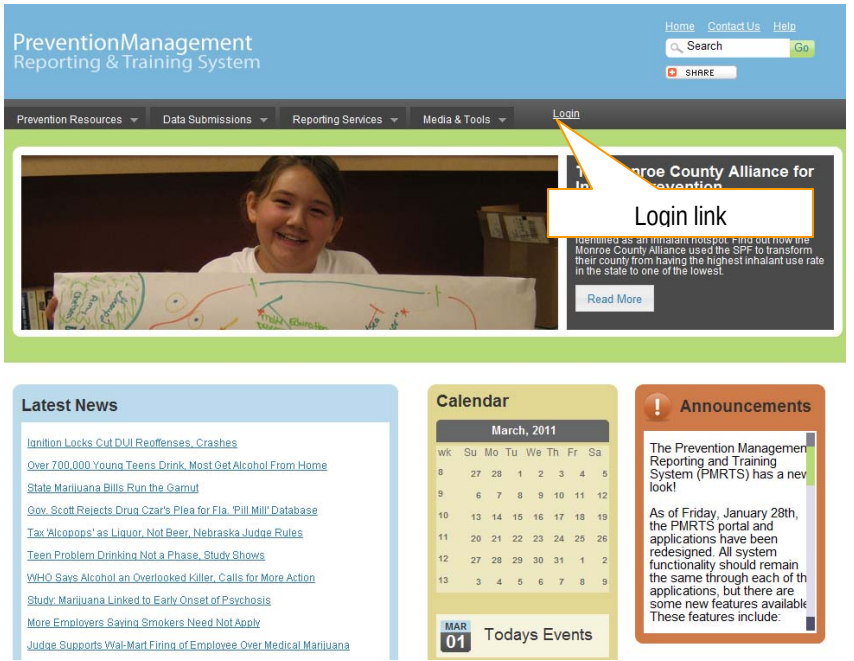
LOGIN PROCEDURE

Connect to the Internet using an Internet browser (e.g., Internet Explorer). In the Address (Location) box, type in the following address and press enter:

https://www.pmrts.samhsa.gov/pmrts/

To access MRT, you will login through the Prevention Management Reporting and Training System website.

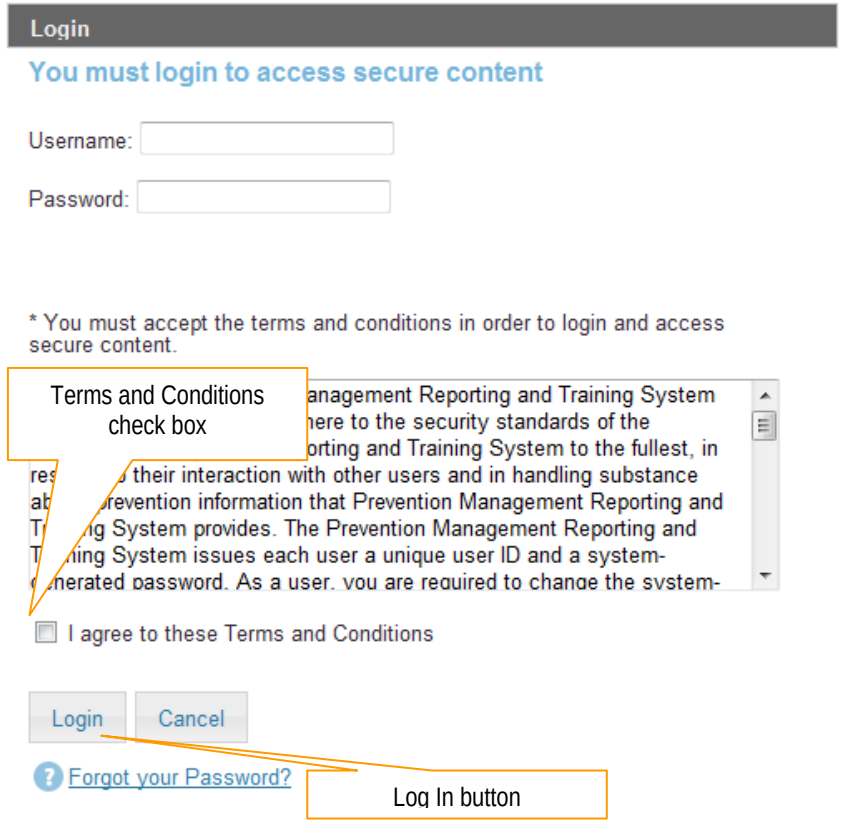
1. Click the Login (**Login**) link located on the top right hand corner of the screen.


PreventionManagement
Reporting & Training System
Home
Contact Us
Help
Search
Go
SHARE
Prevention Resources
Data Submissions
Reporting Services
Media & Tools
Login
Login link
Read More
Latest News
Ignition Locks Cut DUI Reoffenses, Crashes
Over 700,000 Young Teens Drink, Most Get Alcohol From Home
State Marijuana Bills Run the Gamut
Gov. Scott Rejects Drug Czar's Plea for Fla. 'Pill Mill' Database
Tax 'Alcopops' as Liquor, Not Beer, Nebraska Judge Rules
Teen Problem Drinking Not a Phase, Study Shows
WHO Says Alcohol an Overlooked Killer, Calls for More Action
Study: Marijuana Linked to Early Onset of Psychosis
More Employers Saying Smokers Need Not Apply
Judge Supports Wal-Mart Firing of Employee Over Medical Marijuana
Calendar
March, 2011
Todays Events
Announcements
The Prevention Management Reporting and Training System (PMRTS) has a new look!
As of Friday, January 28th, the PMRTS portal and applications have been redesigned. All system functionality should remain the same through each of th applications, but there are some new features available These features include:

(This is a partial screenshot of the PMRTS Home Page.)

© KIT Solutions® 2012

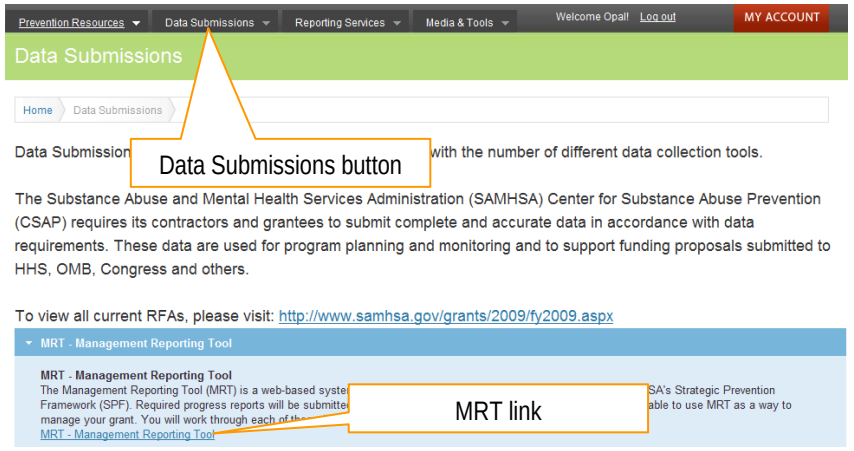
2. Type the login name in the **User Name** text box.
3. Type the password in the **Password** text box.
4. Click the box that states: '**I agree to these Terms and Conditions**'.
5. Click the Login (**Log In**) button.
   *Note: To cancel the login process, click the Cancel (**Cancel**) button.


Login
You must login to access secure content
Username:
Password:
* You must accept the terms and conditions in order to login and access secure content.
Terms and Conditions check box
I agree to these Terms and Conditions
Login
Cancel
Forgot your Password?
Log In button

(This is a screenshot of the Login Page.)

© KIT Solutions® 2012

6. Click Data Submissions (Data Submissions) from the Prevention Management menu.
7. Your available systems will be displayed. Click the MRT - Management Reporting Tool (MRT – Management Reporting Tool) link.


Prevention Resources
Data Submissions
Reporting Services
Media & Tools
Welcome Opal! Log out
MY ACCOUNT
Data Submissions
Home
Data Submissions
Data Submission
Data Submissions button
with the number of different data collection tools.
The Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Substance Abuse Prevention (CSAP) requires its contractors and grantees to submit complete and accurate data in accordance with data requirements. These data are used for program planning and monitoring and to support funding proposals submitted to HHS, OMB, Congress and others.
To view all current RFAs, please visit: http://www.samhsa.gov/grants/2009/fy2009.aspx
MRT - Management Reporting Tool
MRT - Management Reporting Tool
The Management Reporting Tool (MRT) is a web-based syste
Framework (SPF). Required progress reports will be submitte
manage your grant. You will work through each of th
MRT - Management Reporting Tool
MRT link
SA's Strategic Prevention
able to use MRT as a way to

(This is a partial screenshot of the Data Submissions Landing Page.)

Tips

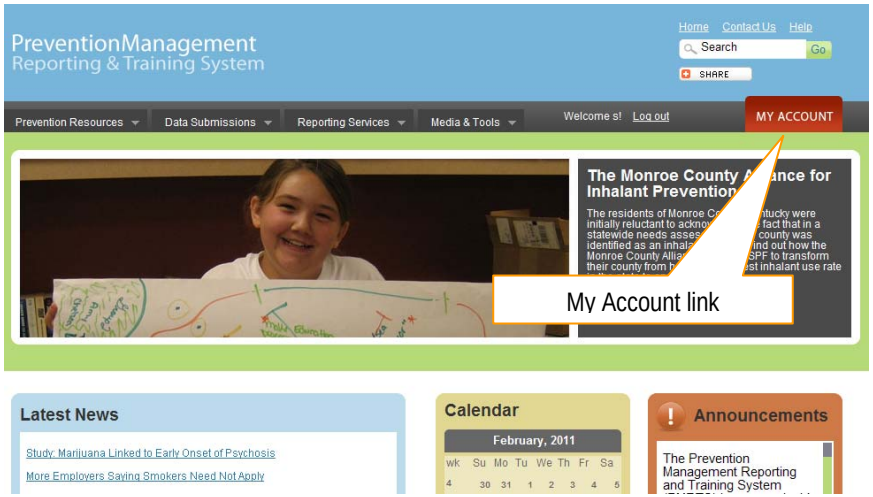
- The User Name IS NOT case sensitive.
- The Password IS case sensitive.

© KIT Solutions® 2012

Change Your Password

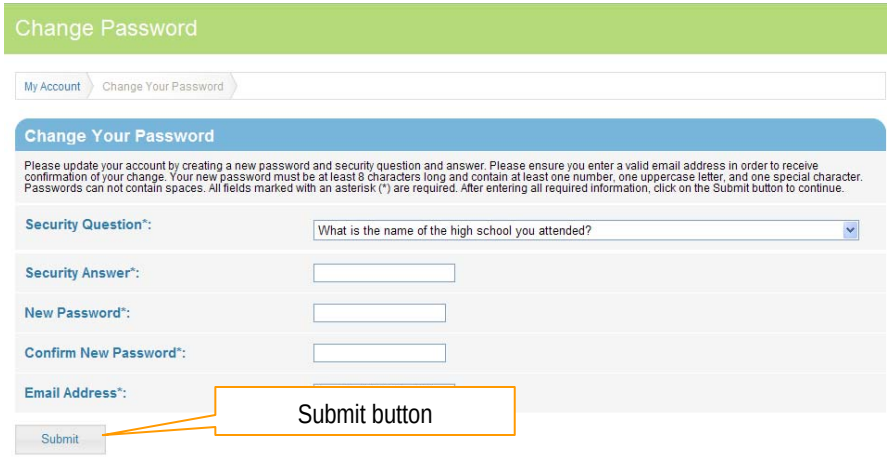
The Change Your Password feature allows a user to change the password for the account he or she is currently logging into the system with.

1. To change your password, begin by clicking the MY ACCOUNT (My Account) button from the Prevention Management Reporting and Training System main menu.
2. Click the Change Your Password (Change Your Password) link.



(This is a partial screenshot displaying the Home Page.)

3. Select a Security Question* from the dropdown menu.
   *Note: The Security Question will be used when using the Forgot Password feature to ensure the user requesting a password is legitimate.
4. Enter your answer to the selected security question in the Security Answer* text box.
5. Type the password you would like to use in the New Password* text box.
6. Retype the password in the Confirm New Password* text box.
7. Verify or update the email address in the Email Address* text box.
8. Click the Submit (Submit) button.


Change Password
My Account
Change Your Password
Change Your Password
Please update your account by creating a new password and security question and answer. Please ensure you enter a valid email address in order to receive confirmation of your change. Your new password must be at least 8 characters long and contain at least one number, one uppercase letter, and one special character. Passwords can not contain spaces. All fields marked with an asterisk (*) are required. After entering all required information, click on the Submit button to continue.
Security Question*:
What is the name of the high school you attended?
Security Answer*:
New Password*:
Confirm New Password*:
Email Address*:
Submit
Submit button

(This is a screenshot of the Change Password Page.)

© KIT Solutions® 2012

Tips

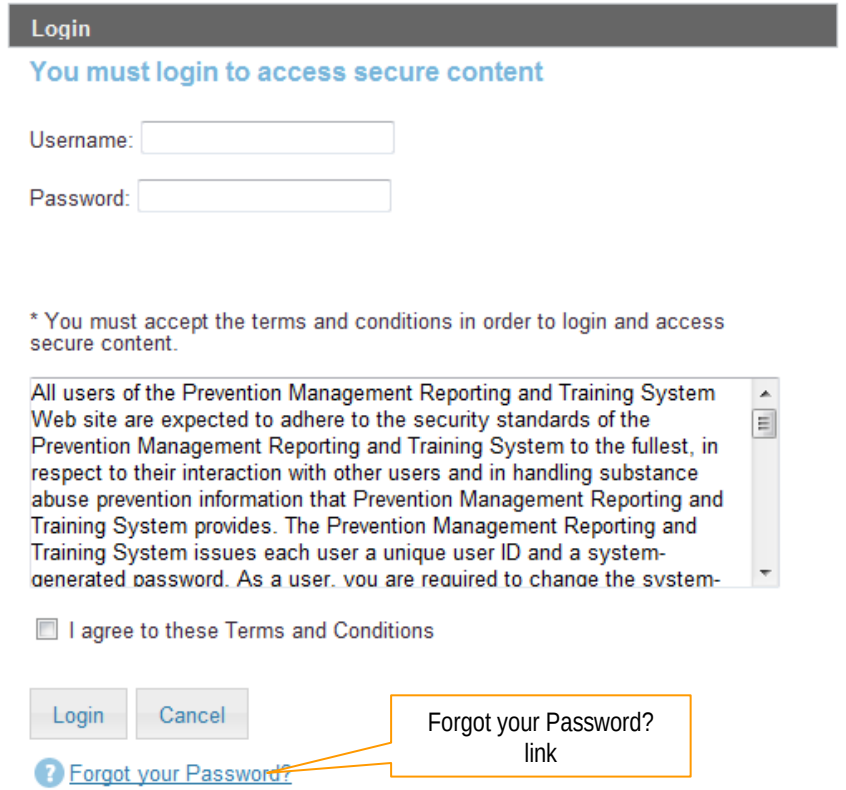
- The User Name IS NOT case sensitive.
- The Password IS case sensitive. The Password must also fill the following requirements:
  - Minimum length: 8 characters
  - At least one upper case
  - At least one number
  - At least one of the special characters: !@#$%^&
- You will be required to change your password every 90 days.

© KIT Solutions® 2012

Forgot Your Password?

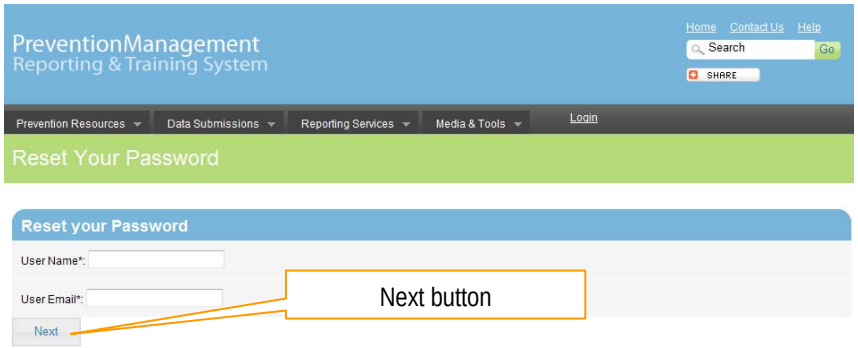
If you are unable to log into the MRT application due to forgetting your password, you can retrieve this information by clicking the link entitled "Forgot your Password?"

1. On the Login page, click the Forgot your Password? Forgot your Password? link.


Login
You must login to access secure content
Username:
Password:
* You must accept the terms and conditions in order to login and access secure content.
All users of the Prevention Management Reporting and Training System Web site are expected to adhere to the security standards of the Prevention Management Reporting and Training System to the fullest, in respect to their interaction with other users and in handling substance abuse prevention information that Prevention Management Reporting and Training System provides. The Prevention Management Reporting and Training System issues each user a unique user ID and a system-
I agree to these Terms and Conditions
Login
Cancel
Forgot your Password?
Forgot your Password? link

(This is a screenshot of the Login Page.)

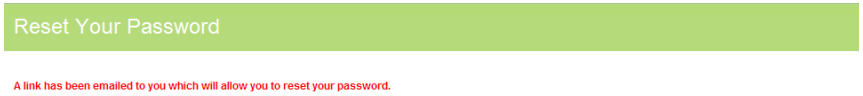
2. Type the login name in the **User Name*** text box.
3. Type the email address of the user who is associated with the User Name in the **User Email*** text box.
   *Note: This must be a valid email address.
4. Click the Next (**Next**) button.
5. On the next screen answer the Security Question.
6. Click the Next (**Next**) button.



(This is a screenshot of the Forgot Your Password Page.)

© KIT Solutions® 2012

7. A new temporary password will be sent to the email address that is associated with the User Name.



(This is a screenshot of the Forgot Your Password Page.)

Tips

- If you currently do not have an account you will not be able to use the Forgot Password feature.
- If you do not receive a new temporary password first check your junk mail and spam folders. If you still did not receive a temporary password, contact Support at 1-888-DITIC-4-U (348-4248). The following reasons may be the cause: your email address has changed since the account was created, you mistyped the email address, or you are unable to receive emails from Support.
- Please add the following domain to your safe list: @kitsolutions.net to ensure you receive emails from Support.

© KIT Solutions® 2012

Account Locked

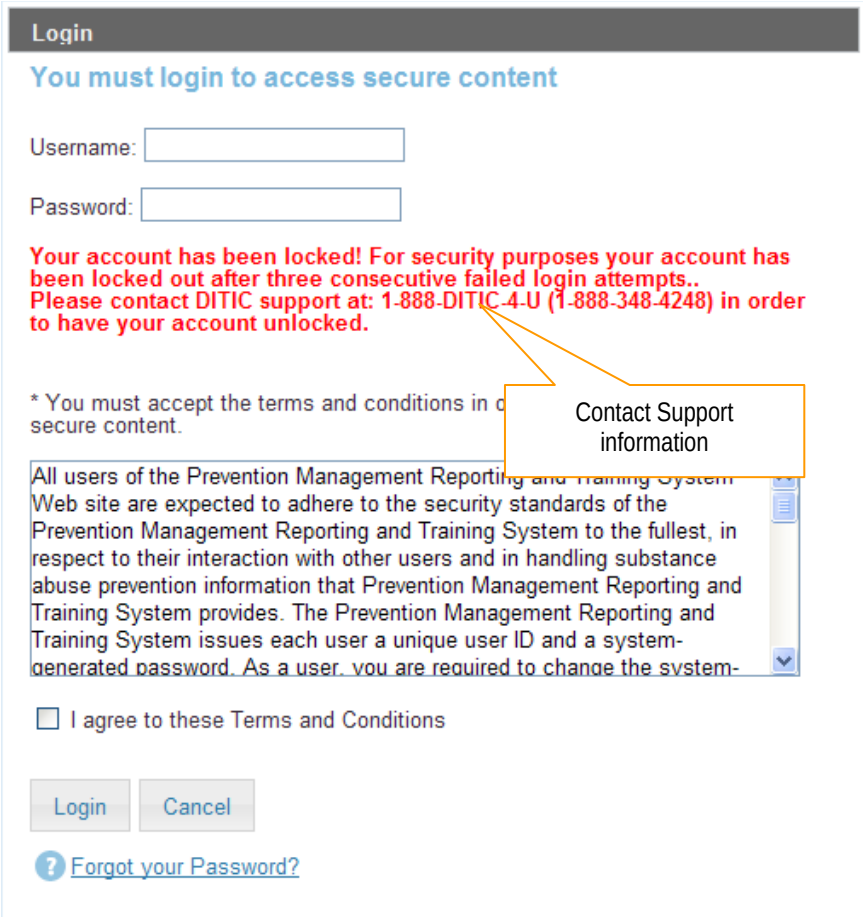
If you attempt to log into the system unsuccessfully three (3) times, you will be locked out of your account. Please contact Support to have your account unlocked.

SUPPORT CONTACT INFORMATION:

- 1-888-DITIC-4-U (348-4248)
- DITICSupport@kitsolutions.net
- Use the Contact Form on the Support Site: http://kitusers.kithost.net/support/diticsupport

Once your account is unlocked you will receive an email:

1. The email informs you that your account has been unlocked. Subject line will read: User Account has Been Unlocked


Login
You must login to access secure content
Username:
Password:
Your account has been locked! For security purposes your account has been locked out after three consecutive failed login attempts.. Please contact DITIC support at: 1-888-DITIC-4-U (1-888-348-4248) in order to have your account unlocked.
Contact Support information
* You must accept the terms and conditions in c
secure content.
All users of the Prevention Management Reporting and Training System Web site are expected to adhere to the security standards of the Prevention Management Reporting and Training System to the fullest, in respect to their interaction with other users and in handling substance abuse prevention information that Prevention Management Reporting and Training System provides. The Prevention Management Reporting and Training System issues each user a unique user ID and a system-generated password. As a user, you are required to change the system-
I agree to these Terms and Conditions
Login
Cancel
Forgot your Password?

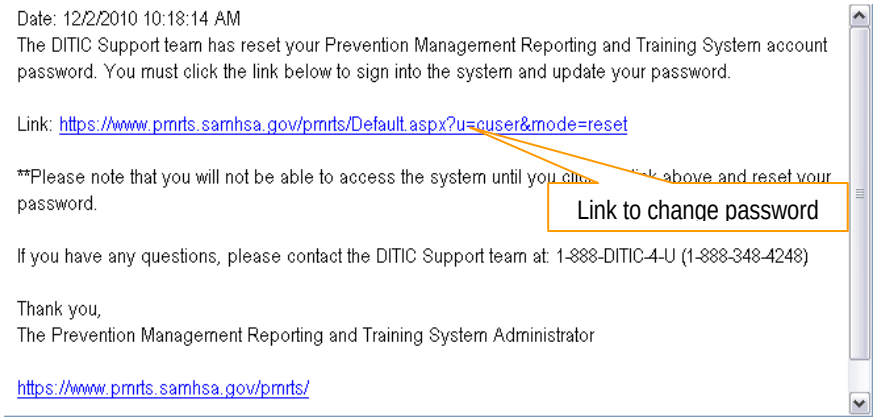
(This is a screenshot of the Account Locked screen.)

© KIT Solutions® 2012

When your account is unlocked you can request Support to reset your password if you do not remember your current password.

Once your password has been reset you will receive an email:

1. The email provides you a link to reset your password.
   Subject line will read: Password Has Been Reset


Date: 12/2/2010 10:18:14 AM
The DITIC Support team has reset your Prevention Management Reporting and Training System account password. You must click the link below to sign into the system and update your password.
Link: https://www.pmrts.samhsa.gov/pmrts/Default.aspx?u=cuser&mode=reset
**Please note that you will not be able to access the system until you
password.
Link to change password
If you have any questions, please contact the DITIC Support team at: 1-888-DITIC-4-U (1-888-348-4248)
Thank you,
The Prevention Management Reporting and Training System Administrator
https://www.pmrts.samhsa.gov/pmrts/

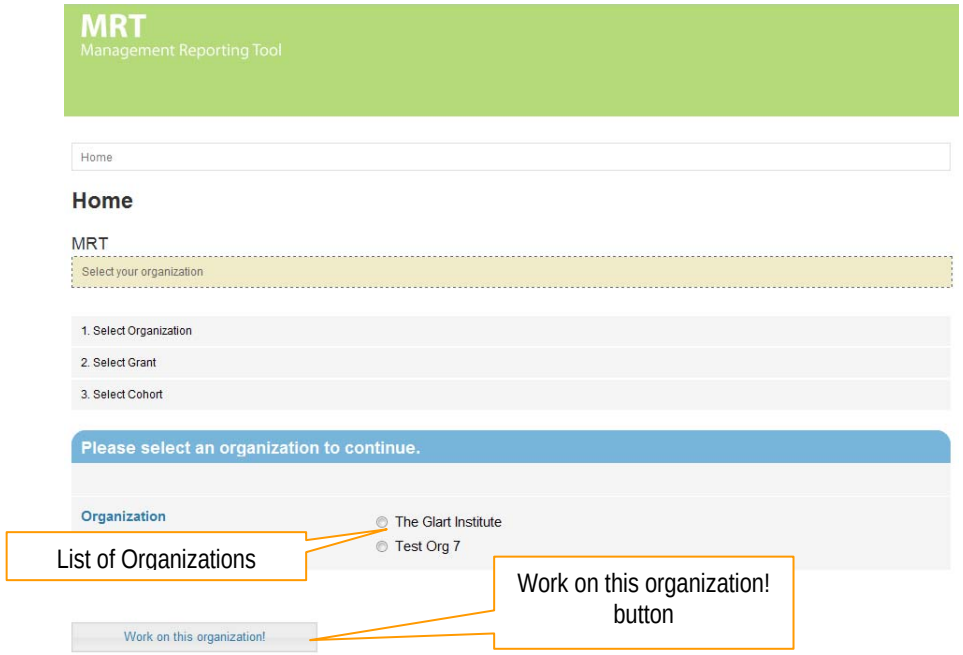
(This is a sample screenshot of the Password Reset email.)

© KIT Solutions® 2012

Current Organization

If you work in multiple organizations, you will have to select the organization from the list of Organizations. *This screen will not appear if you work at one organization.*

1. Select the radio button next to the appropriate organization name.
2. Click the Work on this organization! (**Work on this organization!**) button.



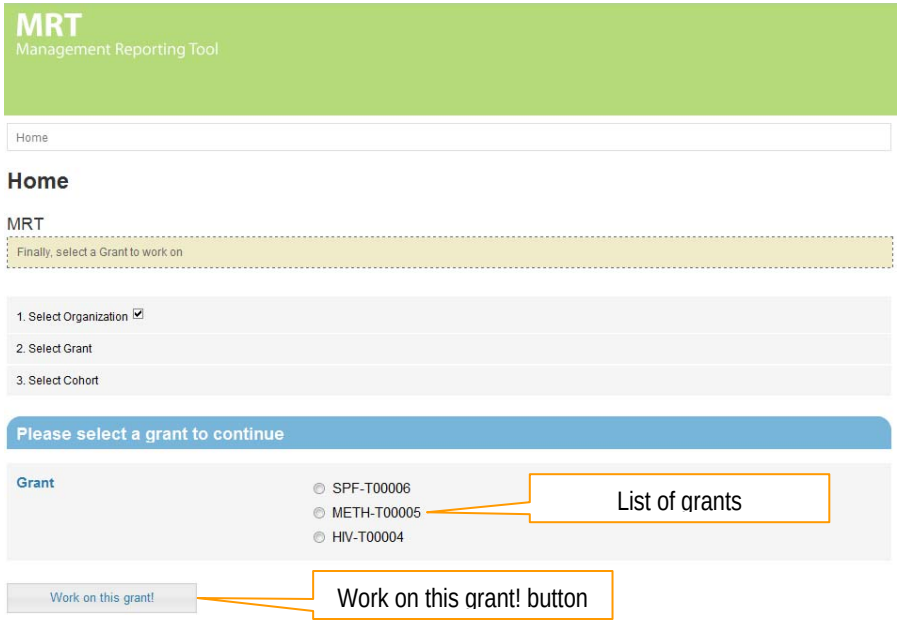
(This is a sample screenshot of the Organization Selection Page.)

© KIT Solutions® 2012

Grant Selection

If your organization works with multiple grants, you will have to select the grant name from the list of Grants. *This screen will not appear if you work on one grant.*

1. Select the radio button next to the appropriate grant.
2. Click the Work on this grant! (**Work on this grant!**) button.



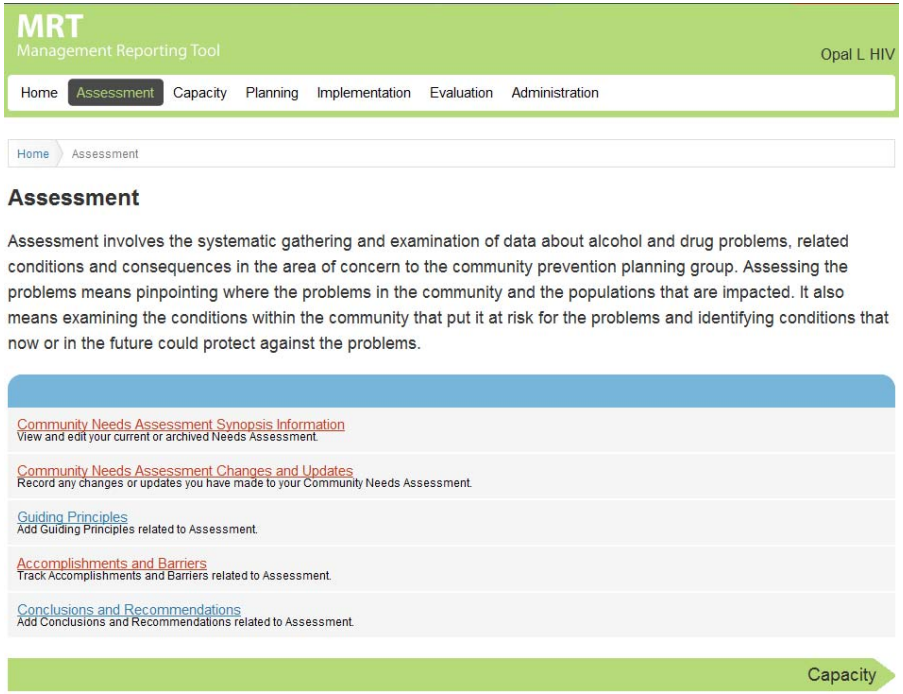
(This is a sample screenshot of the Grant Selection Page.)

© KIT Solutions® 2012

ASSESSMENT

Within the Assessment module, a user is able to perform the following tasks:

1. Enter and edit Community Needs Assessment Synopsis Information.
2. Enter, edit and delete Community Needs Assessment Changes and Updates.
3. Enter, edit and delete Guiding Principles.
4. Enter, edit and delete Accomplishments and Barriers.
5. Enter, edit and delete Conclusions and Recommendations.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Assessment
Assessment involves the systematic gathering and examination of data about alcohol and drug problems, related conditions and consequences in the area of concern to the community prevention planning group. Assessing the problems means pinpointing where the problems in the community and the populations that are impacted. It also means examining the conditions within the community that put it at risk for the problems and identifying conditions that now or in the future could protect against the problems.
Community Needs Assessment Synopsis Information
View and edit your current or archived Needs Assessment.
Community Needs Assessment Changes and Updates
Record any changes or updates you have made to your Community Needs Assessment.
Guiding Principles
Add Guiding Principles related to Assessment.
Accomplishments and Barriers
Track Accomplishments and Barriers related to Assessment.
Conclusions and Recommendations
Add Conclusions and Recommendations related to Assessment.
Capacity

(This is a screenshot of the Assessment Landing Page.)

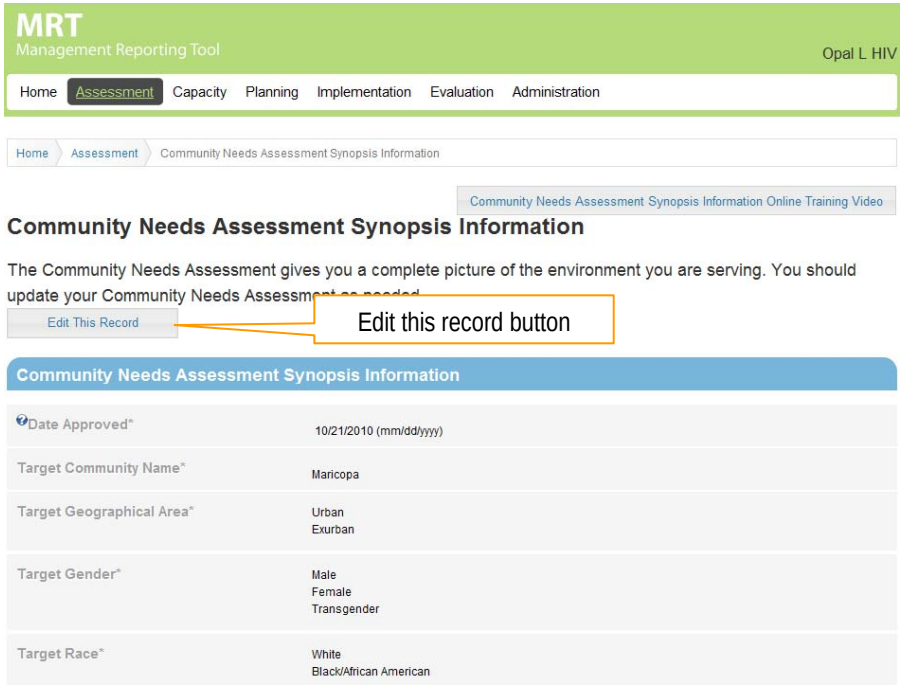
© KIT Solutions® 2012

Community Needs Assessment Synopsis Information

The Community Needs Assessment gives you a complete picture of the environment you are serving. The Community Needs Assessment should be updated on an as needed basis.

Updating the Community Needs Assessment Synopsis Information

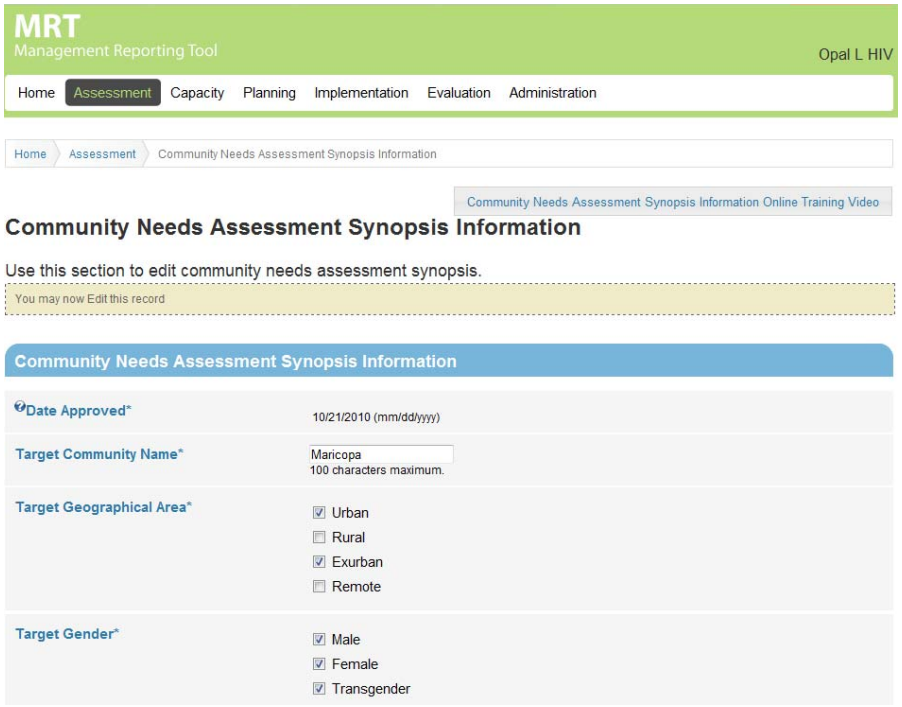
1. Click **Assessment** from the main menu.
2. Click **Community Needs Assessment Synopsis Information** from the submenu.
3. Click the Edit This Record (**Edit This Record**) button.



(This is a sample screenshot of the Community Needs Assessment Landing Page.)

© KIT Solutions® 2012

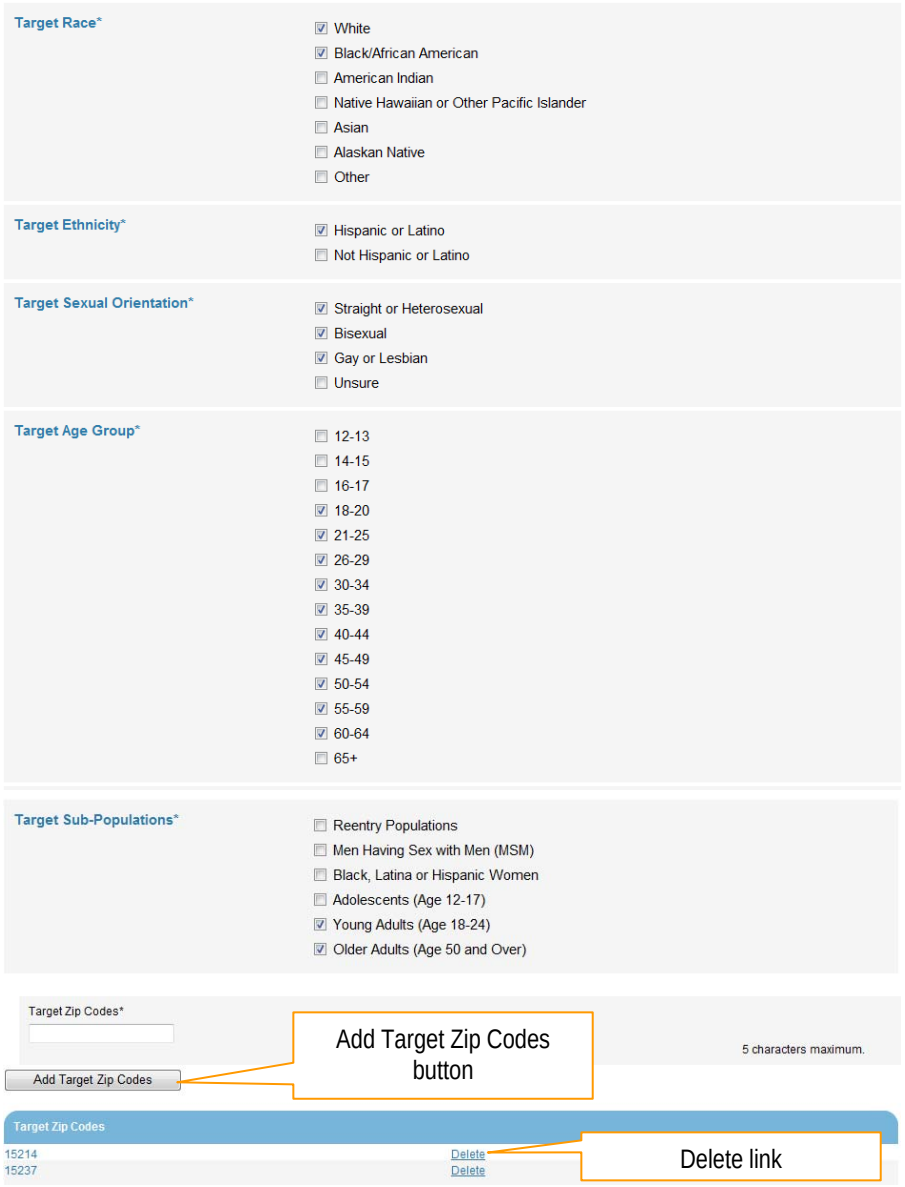
4. Enter the date your Community Needs Assessment was approved by your Project Officer from the **Date Approved*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
   ***Note**: If the Community Needs Assessment has been submitted in a previous progress report, the **Data Approved** text box will no longer be editable.
5. Enter the name of the target community in the **Target Community Name*** text box.
6. Use the check boxes to select the appropriate **Target Geographical Area***.
7. Use the check boxes to select the **Target Gender***.



(This is a sample screenshot of the Community Needs Assessment Page in Edit Form.)

© KIT Solutions® 2012

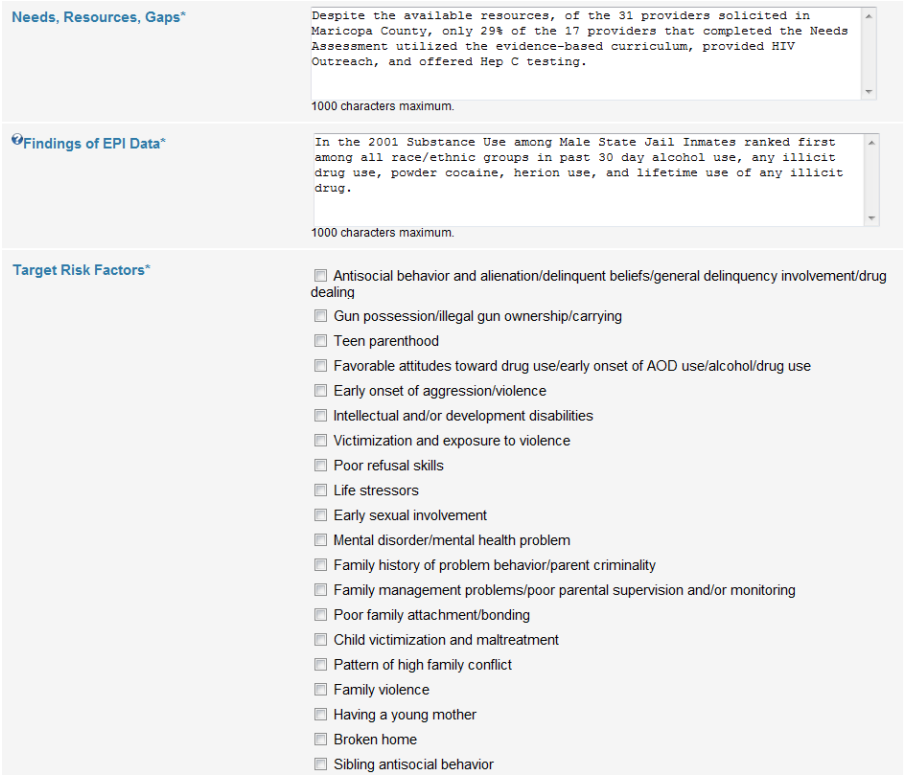
8. Use the check boxes to select the appropriate **Target Race***
    a. If **Other** is checked:
        i. Enter the name of the race in the **Specify Other Race*** text box.
9. Use the check boxes to select the appropriate **Target Ethnicity***.
10. Use the check boxes to select the appropriate **Target Sexual Orientation***.
11. Use the check boxes to select the appropriate **Target Age Group***.
12. Use the check boxes to select the appropriate **Target Sub-Populations***.
13. Add the appropriate **Target Zip Codes***
    a. Enter the zip code in the **Target Zip Codes*** text box.
    b. Click the Add Target Zip Codes (**Add Target Zip Codes**) button. The zip code will appear in the **Target Zip Codes** table.
        i. To remove a zip code, click the Delete (**Delete**) link.



(This is a sample screenshot of the Community Needs Assessment Page in Edit Form.)

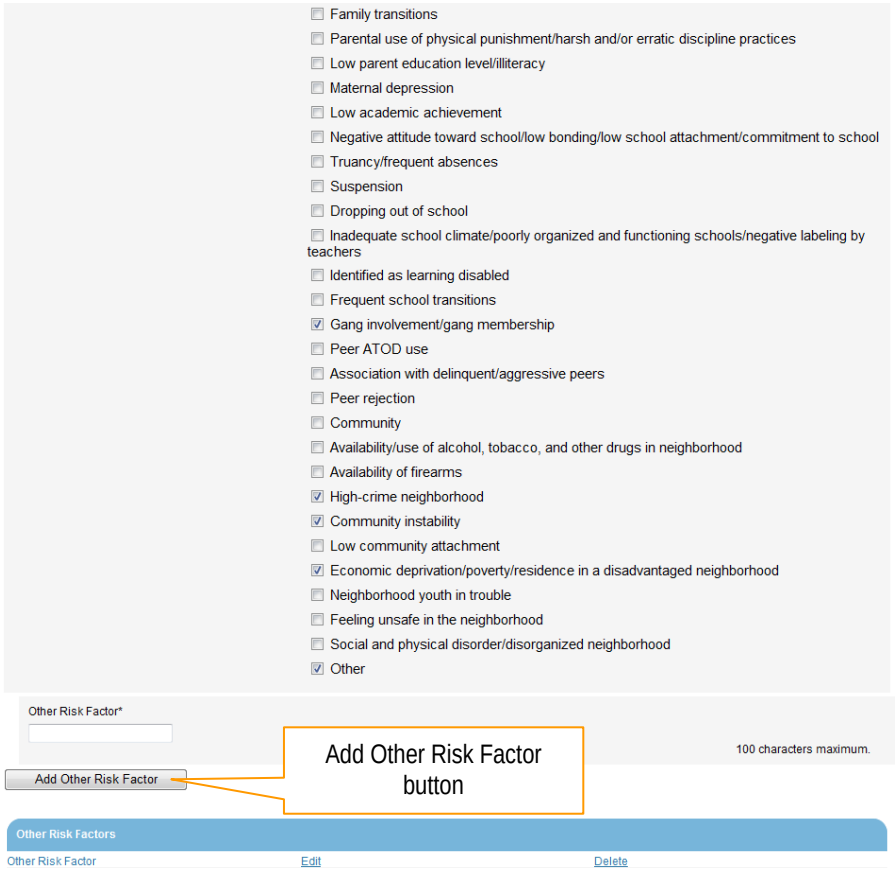
© KIT Solutions® 2012

14. Enter details about your needs, resources and gaps in the Needs, Resources, Gaps* text box.
15. Enter details about your findings of EPI data in the Findings of EPI Data* text box.
16. Use the check boxes to select the appropriate Target Risk Factors*.


Needs, Resources, Gaps*
Despite the available resources, of the 31 providers solicited in Maricopa County, only 29% of the 17 providers that completed the Needs Assessment utilized the evidence-based curriculum, provided HIV Outreach, and offered Hep C testing.
1000 characters maximum.
Findings of EPI Data*
In the 2001 Substance Use among Male State Jail Inmates ranked first among all race/ethnic groups in past 30 day alcohol use, any illicit drug use, powder cocaine, herion use, and lifetime use of any illicit drug.
1000 characters maximum.
Target Risk Factors*
Antisocial behavior and alienation/delinquent beliefs/general delinquency involvement/drug dealing
Gun possession/illegal gun ownership/carrying
Teen parenthood
Favorable attitudes toward drug use/early onset of AOD use/alcohol/drug use
Early onset of aggression/violence
Intellectual and/or development disabilities
Victimization and exposure to violence
Poor refusal skills
Life stressors
Early sexual involvement
Mental disorder/mental health problem
Family history of problem behavior/parent criminality
Family management problems/poor parental supervision and/or monitoring
Poor family attachment/bonding
Child victimization and maltreatment
Pattern of high family conflict
Family violence
Having a young mother
Broken home
Sibling antisocial behavior
(This is a sample screenshot of the Community Needs Assessment Page in Edit Form.)

© KIT Solutions® 2012

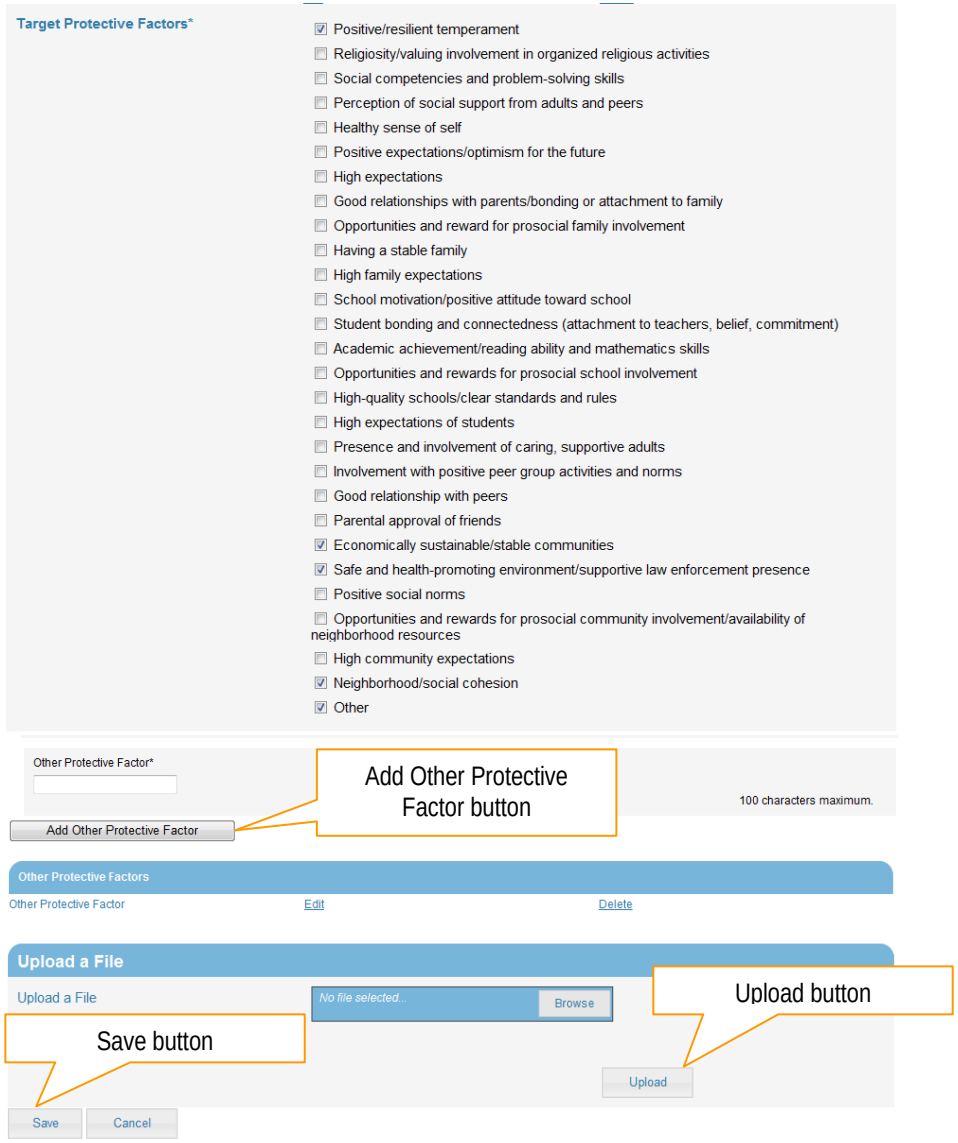
a. If *Other* is checked:
   i. Enter the name of the risk factor in the **Other Risk Factor*** text box.
   ii. Click the Add Other Risk Factor (**Add Other Risk Factor**) button. The new risk factor will appear in the **Other Risk Factors** table.
      a) To modify a risk factor, click the Edit (**Edit**) link.
      b) To remove a risk factor, click the Delete (**Delete**) link.



(This is a sample screenshot of the Community Needs Assessment Page in Edit Form.)

© KIT Solutions® 2012

17. Use the check boxes to select the appropriate **Target Protective Factors***
    a. If *Other* is checked:
        i. Enter then name of the protective factor in the **Other Protective Factor*** text box.
        ii. Click the Add Other Protective Factor (**Add Other Protective Factor**) button. The new protective factor will appear in the **Other Protective Factors** table.
            a) To modify a risk factor, click the Edit (**Edit**) link.
            b) To remove a protective factor, click the Delete (**Delete**) link.
18. To Upload a File perform the following steps:
    a. Click the Browse (**Browse**) button.
    b. Select the document you wish up upload. Click **Open**. The file path will now appear next to Upload a File.
    c. Click the Upload (**Upload**) button.
19. Click the Save (**Save**) button.
    ***Note:** To view the document that has been uploaded, simply click the link of the name of the document.


Target Protective Factors*
Positive/resilient temperament
Religiosity/valuing involvement in organized religious activities
Social competencies and problem-solving skills
Perception of social support from adults and peers
Healthy sense of self
Positive expectations/optimism for the future
High expectations
Good relationships with parents/bonding or attachment to family
Opportunities and reward for prosocial family involvement
Having a stable family
High family expectations
School motivation/positive attitude toward school
Student bonding and connectedness (attachment to teachers, belief, commitment)
Academic achievement/reading ability and mathematics skills
Opportunities and rewards for prosocial school involvement
High-quality schools/clear standards and rules
High expectations of students
Presence and involvement of caring, supportive adults
Involvement with positive peer group activities and norms
Good relationship with peers
Parental approval of friends
Economically sustainable/stable communities
Safe and health-promoting environment/supportive law enforcement presence
Positive social norms
Opportunities and rewards for prosocial community involvement/availability of neighborhood resources
High community expectations
Neighborhood/social cohesion
Other
Other Protective Factor*
100 characters maximum.
Add Other Protective Factor
Add Other Protective Factor button
Other Protective Factors
Other Protective Factor
Edit
Delete
Upload a File
Upload a File
No file selected.
Browse
Upload button
Save button
Upload
Save
Cancel

(This is a sample screenshot of the Community Needs Assessment Page in Edit Form.)

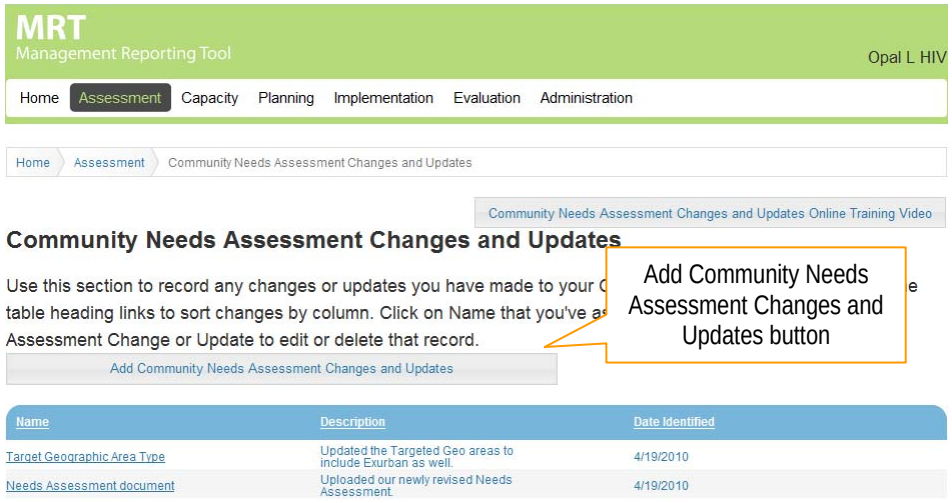
© KIT Solutions® 2012

Community Needs Assessment Changes and Updates

Use this section to record any changes or updates you have made to your Community Needs Assessment.

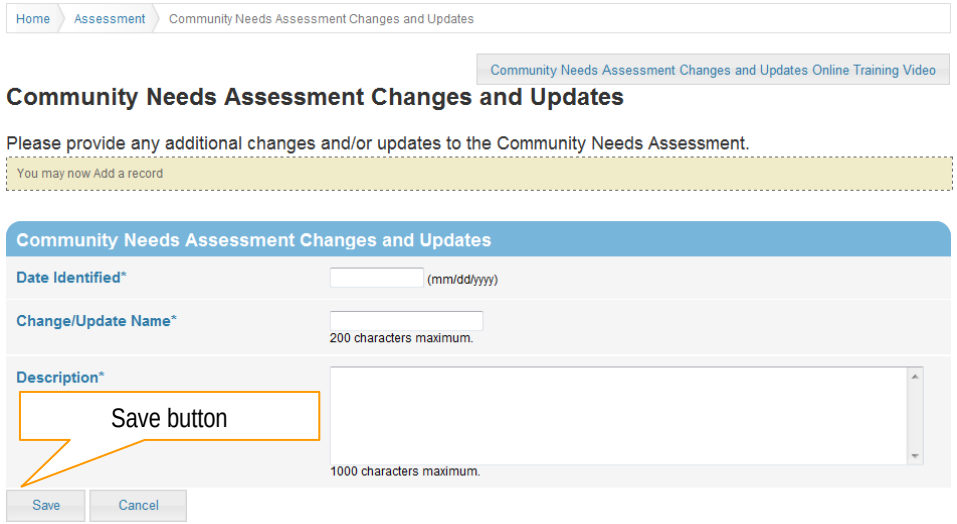
Adding Community Needs Assessment Change and Updates

1. Click **Assessment** from the main menu.
2. Click **Community Needs Assessment Changes and Updates** from the submenu.
3. Click the Add Community Needs Assessment Changes and Updates (**Add Community Needs Assessment Changes and Updates**) button.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Community Needs Assessment Changes and Updates
Community Needs Assessment Changes and Updates Online Training Video
Community Needs Assessment Changes and Updates
Use this section to record any changes or updates you have made to your
table heading links to sort changes by column. Click on Name that you've a
Assessment Change or Update to edit or delete that record.
Add Community Needs Assessment Changes and Updates
Add Community Needs Assessment Changes and Updates button
Name
Description
Date Identified
Target Geographic Area Type
Updated the Targeted Geo areas to include Exurban as well.
4/19/2010
Needs Assessment document
Uploaded our newly revised Needs Assessment.
4/19/2010

(This is a sample screenshot of the Community Needs Assessment Changes and Updates Listing Page.)

4. Enter the date identified in the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Enter a brief description to identify the change or update in the **Change/Update Name*** text box.
6. Enter details about this change or update in the **Description*** text box.
7. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

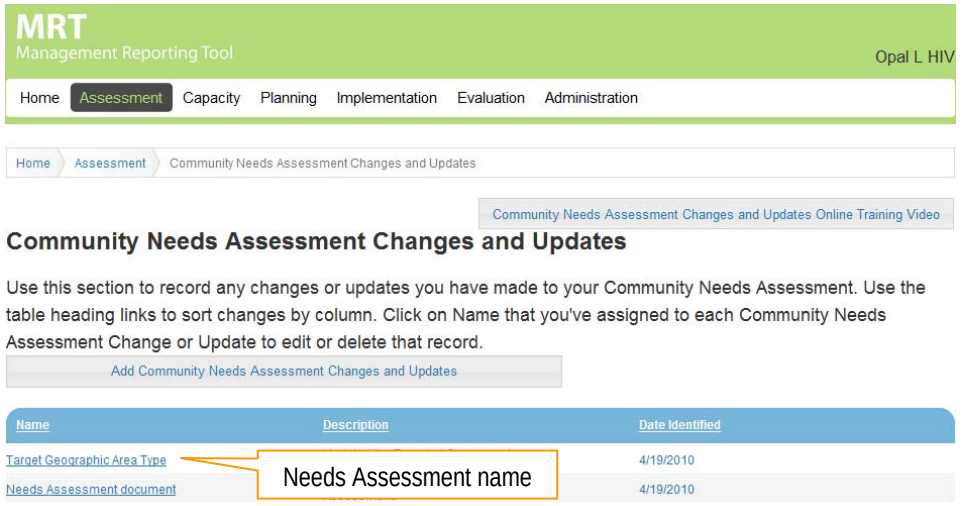


(This is a screenshot of the Community Needs Assessment Changes and Updates Page in Edit Form.)

© KIT Solutions® 2012

Editing Community Needs Assessment Changes and Updates

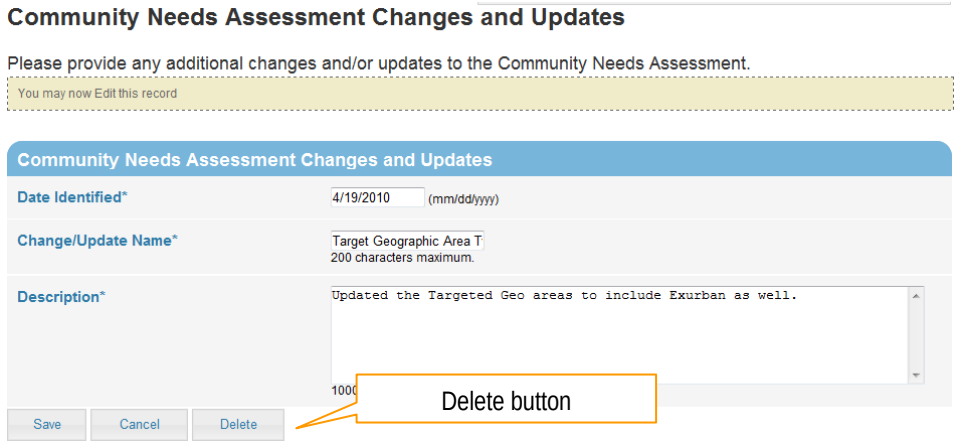
1. Click **Assessment** from the main menu.
2. Click **Community Needs Assessment Changes and Updates** from the submenu.
3. From the listing page, select the title you wish to edit by clicking the needs assessment Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Community Needs Assessment Changes and Updates
Community Needs Assessment Changes and Updates Online Training Video
Community Needs Assessment Changes and Updates
Use this section to record any changes or updates you have made to your Community Needs Assessment. Use the table heading links to sort changes by column. Click on Name that you've assigned to each Community Needs Assessment Change or Update to edit or delete that record.
Add Community Needs Assessment Changes and Updates
Name
Description
Date Identified
Target Geographic Area Type
4/19/2010
Needs Assessment document
4/19/2010
Needs Assessment name

(This is a sample screenshot of the Community Needs Assessment Changes and Updates Listing Page.)

Deleting Community Needs Assessment Changes and Updates

1. Click **Assessment** from the main menu
2. Click **Community Needs Assessment Changes and Updates** from the submenu.
3. From the listing page, select the title you wish to delete by clicking the needs assessment Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



(This is a sample screenshot of the Community Needs Assessment Changes and Updates Page in Edit Form.)

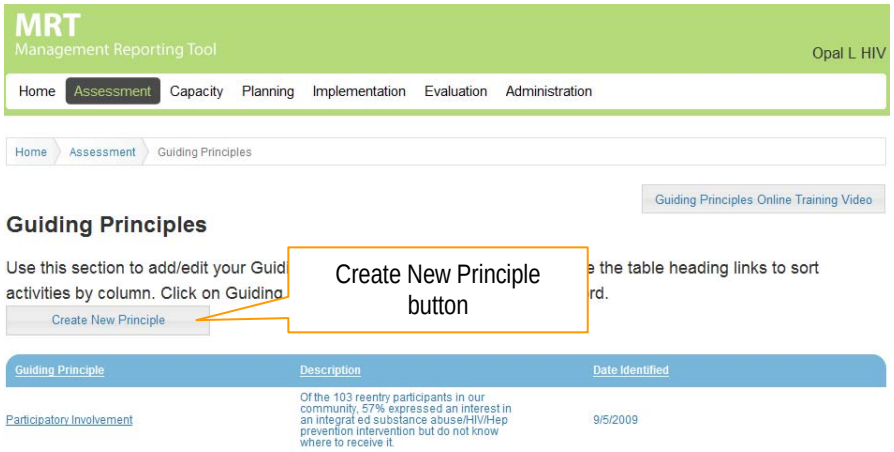
© KIT Solutions® 2012

Guiding Principles

Use this section to add/edit your Guiding Principles related to Assessment.

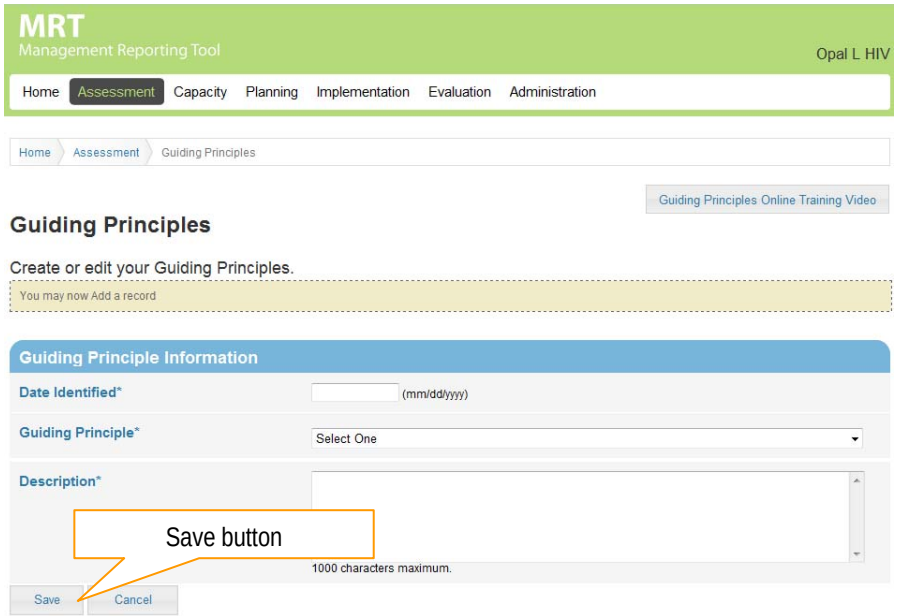
Adding Guiding Principles

1. Click **Assessment** from the main menu.
2. Click **Guiding Principles** from the submenu.
3. Click the Create New Principle (**Create New Principle**) button.



(This is a sample screenshot of the Guiding Principles Listing Page.)

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Select the name of the guiding principle from the **Guiding Principle*** dropdown box.
6. Enter details about this guiding principle in the **Description*** text box.
7. Click the Save (**Save**) button.
   ***Note:** Click the Cancel (**Cancel**) button to cancel this entry.

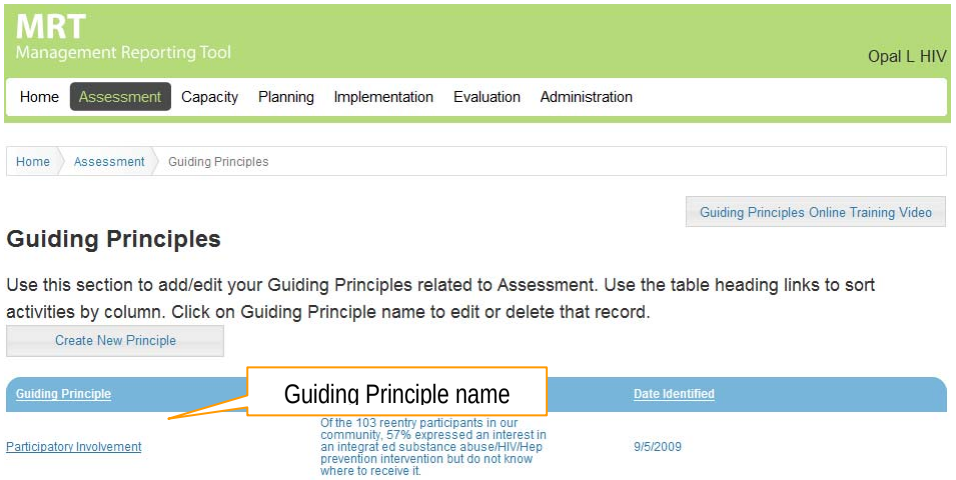


(This is a screenshot of the Guiding Principles Edit Form.)

© KIT Solutions® 2012

Editing Guiding Principles

1. Click **Assessment** from the main menu.
2. Click **Guiding Principles** from the submenu.
3. From the listing page, select the guiding principle you wish to edit by clicking the Guiding Principle name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Guiding Principles
Guiding Principles Online Training Video
Guiding Principles
Use this section to add/edit your Guiding Principles related to Assessment. Use the table heading links to sort activities by column. Click on Guiding Principle name to edit or delete that record.
Create New Principle
Guiding Principle
Guiding Principle name
Date Identified
Participatory Involvement
Of the 103 reentry participants in our community, 57% expressed an interest in an integrated substance abuse/HIV/Hep prevention intervention but do not know where to receive it.
9/5/2009

(This is a sample screenshot of the Guiding Principles Listing Page.)

Deleting Guiding Principles

1. Click **Assessment** from the main menu
2. Click **Guiding Principles** from the submenu.
3. From the listing page, select the guiding principle you wish to delete by clicking the Guiding Principle name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.

(This is a sample screenshot of the Guiding Principles Edit Form.)

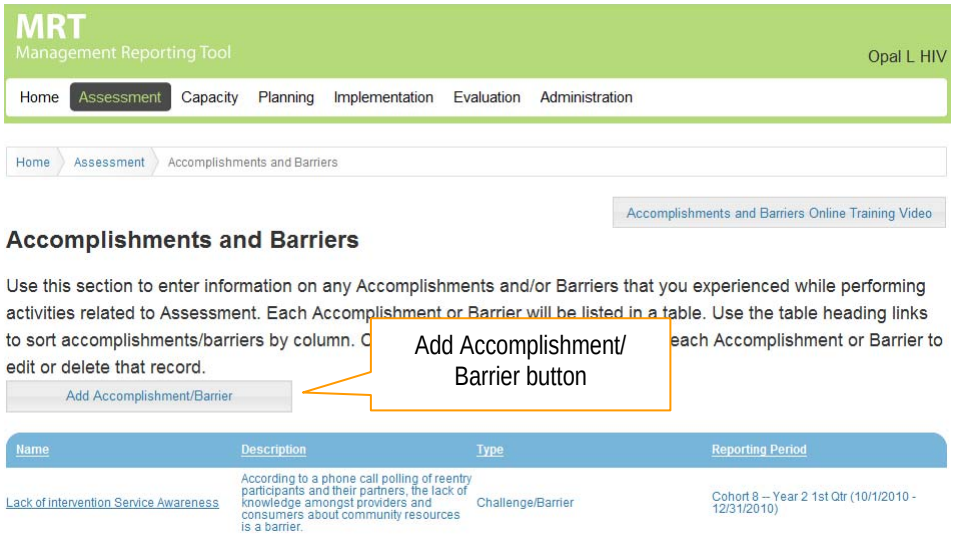
© KIT Solutions® 2012

Accomplishments and Barriers

Use this section to enter information on any Accomplishments and/or Challenges/Barriers that you experienced while performing activities related to Assessment.

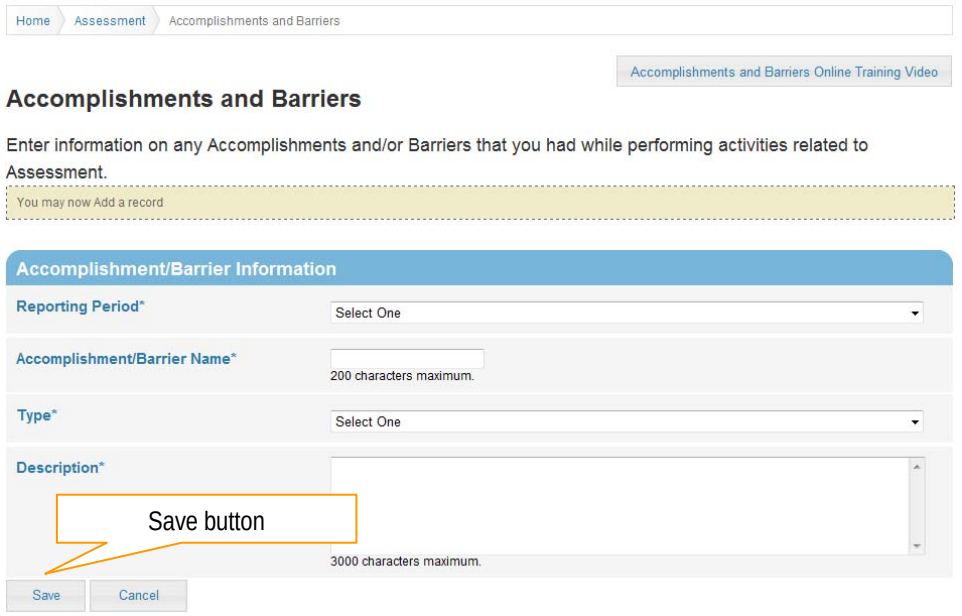
Adding an Accomplishment or Barrier

1. Click **Assessment** from the main menu.
2. Click **Accomplishments and Barriers** from the submenu.
3. Click the Add Accomplishment/Barrier (**Add Accomplish/Barrier**) button.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column.
edit or delete that record.
Add Accomplishment/Barrier
Add Accomplishment/ Barrier button
Name
Description
Type
Reporting Period
Lack of intervention Service Awareness
According to a phone call polling of reentry participants and their partners, the lack of knowledge amongst providers and consumers about community resources is a barrier.
Challenge/Barrier
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)

(This is a sample screenshot of the Accomplishments and Barriers Listing Page.)

4. Select the reporting period when this accomplishment or barrier occurred from the **Reporting Period*** dropdown menu.
5. Enter a name for the accomplishment or barrier in the **Accomplishment/Barrier Name*** text box.
6. Select *Accomplishment* or *Challenge/Barrier* from the **Type*** dropdown menu.
7. Enter details about this accomplishment or barrier in the **Description*** text box
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

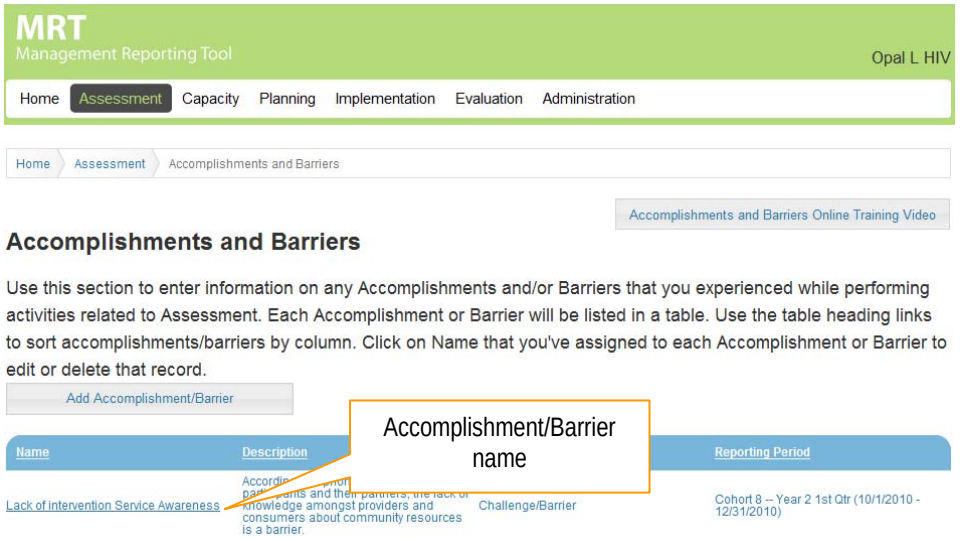


(This is a screenshot of the Accomplishments and Barriers Edit Form.)

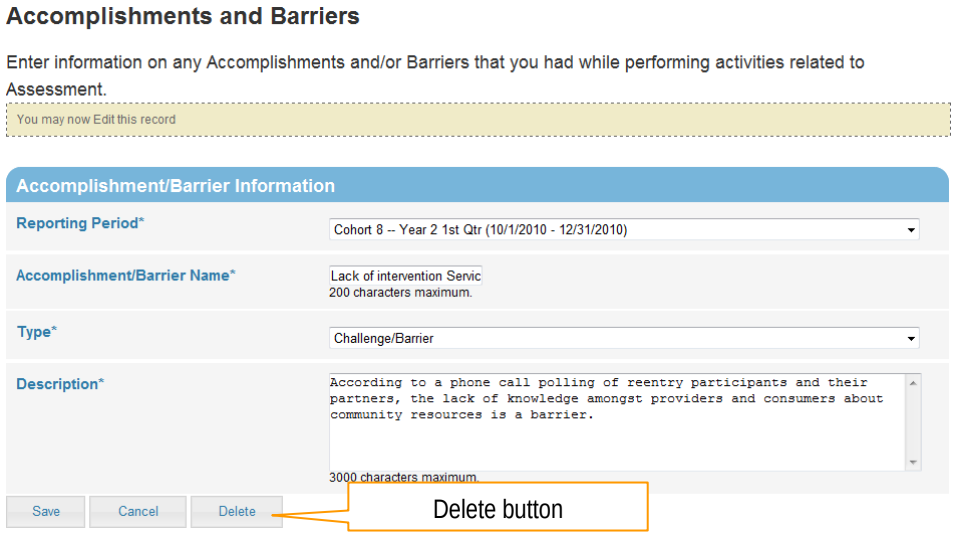
© KIT Solutions® 2012

Editing Accomplishments and Barriers

1. Click **Assessment** from the main menu
2. Click **Accomplishments and Barriers** from the submenu.
3. From the listing page, select the accomplishment or barrier you wish to edit by clicking the accomplishment/barrier Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
Accomplishment/Barrier name
Name
Description
Reporting Period
Lack of intervention Service Awareness
knowledge amongst providers and consumers about community resources is a barrier.
Challenge/Barrier
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)

(This is a sample screenshot of the Accomplishments and Barriers Listing Page.)


Accomplishments and Barriers
Enter information on any Accomplishments and/or Barriers that you had while performing activities related to Assessment.
You may now Edit this record
Accomplishment/Barrier Information
Reporting Period*
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)
Accomplishment/Barrier Name*
Lack of intervention Servic
200 characters maximum.
Type*
Challenge/Barrier
Description*
According to a phone call polling of reentry participants and their partners, the lack of knowledge amongst providers and consumers about community resources is a barrier.
3000 characters maximum.
Save
Cancel
Delete
Delete button

(This is a sample screenshot of the Accomplishments and Barriers Edit Form.)

Deleting Accomplishments and Barriers

1. Click **Assessment** from the main menu
2. Click **Accomplishments and Barriers** from the submenu.
3. From the listing page, select the accomplishment or barrier you wish to delete by clicking the accomplishment/barrier Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.

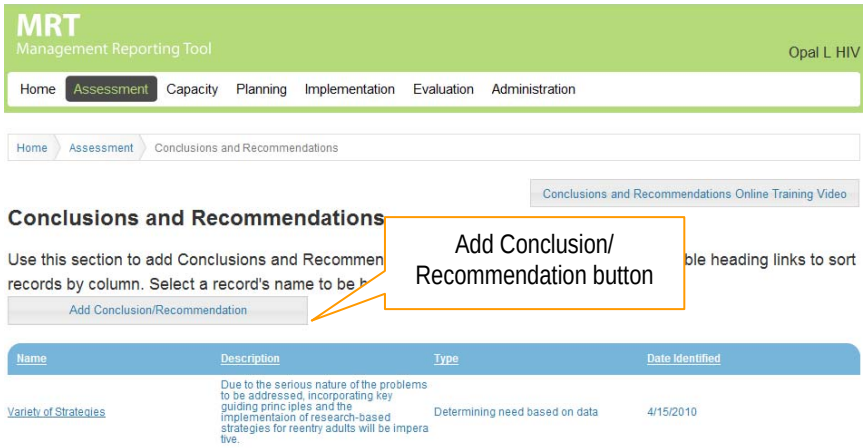
© KIT Solutions® 2012

Conclusions and Recommendations

Use this section to add Conclusions and Recommendations related to Assessment.

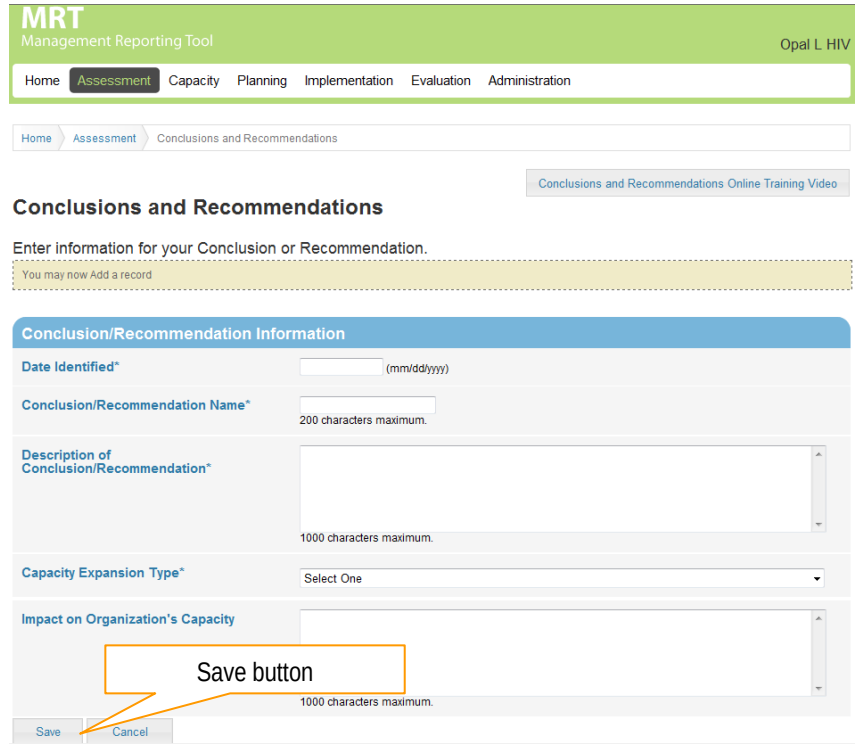
Adding Conclusion and Recommendations

1. Click **Assessment** from the main menu.
2. Click **Conclusions and Recommendations** from the submenu.
3. Click Add Conclusion/Recommendation the (**Add Conclusions/Recommendations**) button.



(This is a sample screenshot of the Conclusions and Recommendations Listing Page.)

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Enter a brief description of the conclusion or recommendation in the **Conclusion/Recommendation Name*** text box.
6. Enter details about this conclusion/recommendation in the **Description of Conclusion/Recommendation*** text box.
7. Select the capacity expansion type from the **Capacity Expansion Type*** text box.
    a. If *Other* is selected, enter the name of the expansion type in the **Other Capacity Expansion Type*** text box.
8. If desired, enter details about how this conclusion or recommendation will have an Impact of Organization's Capacity in the **Impact on Organization's Capacity** text box.
9. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a screenshot of the Conclusions and Recommendations Edit Form.)

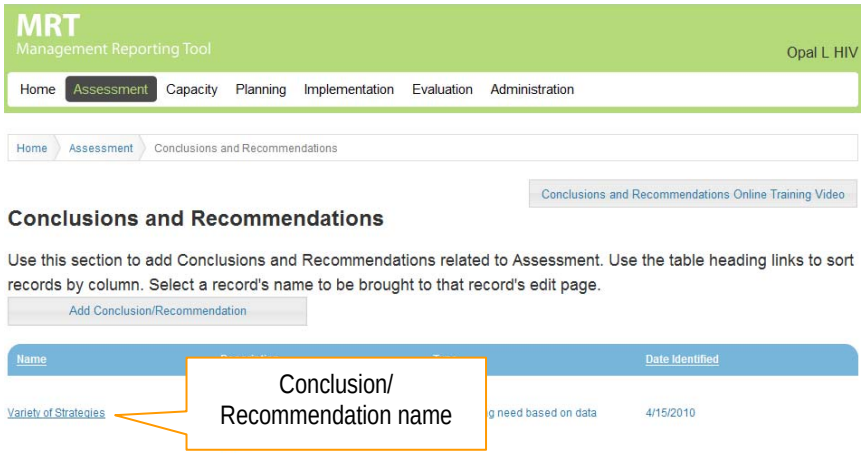
© KIT Solutions® 2012

Editing Conclusions and Recommendations

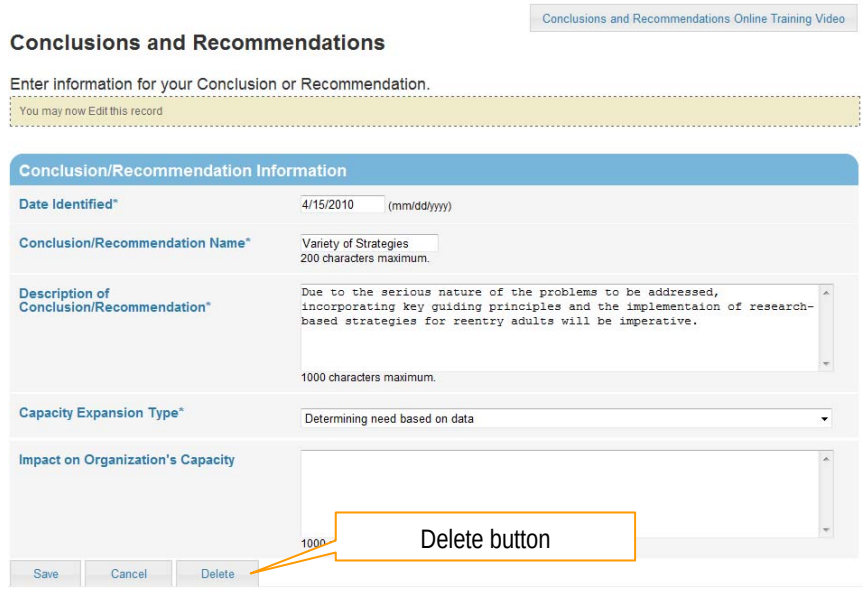
1. Click **Assessment** from the main menu
2. Click **Conclusions and Recommendations** from the submenu.
3. From the listing page, select the conclusions and recommendations you wish to edit by clicking the conclusions and recommendations Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

Deleting Conclusions and Recommendations

1. Click **Assessment** from the main menu.
2. Click **Conclusions and Recommendations** from the submenu.
3. From the listing page, select the conclusions and recommendations you wish to delete by clicking the conclusions and recommendations Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



(This is a sample screenshot of the Conclusions and Recommendations Listing Page.)


Conclusions and Recommendations Online Training Video
Conclusions and Recommendations
Enter information for your Conclusion or Recommendation.
You may now Edit this record
Conclusion/Recommendation Information
Date Identified*
4/15/2010
(mm/dd/yyyy)
Conclusion/Recommendation Name*
Variety of Strategies
200 characters maximum.
Description of Conclusion/Recommendation*
Due to the serious nature of the problems to be addressed, incorporating key guiding principles and the implementaion of research-based strategies for reentry adults will be imperative.
1000 characters maximum.
Capacity Expansion Type*
Determining need based on data
Impact on Organization's Capacity
1000
Save
Cancel
Delete
Delete button

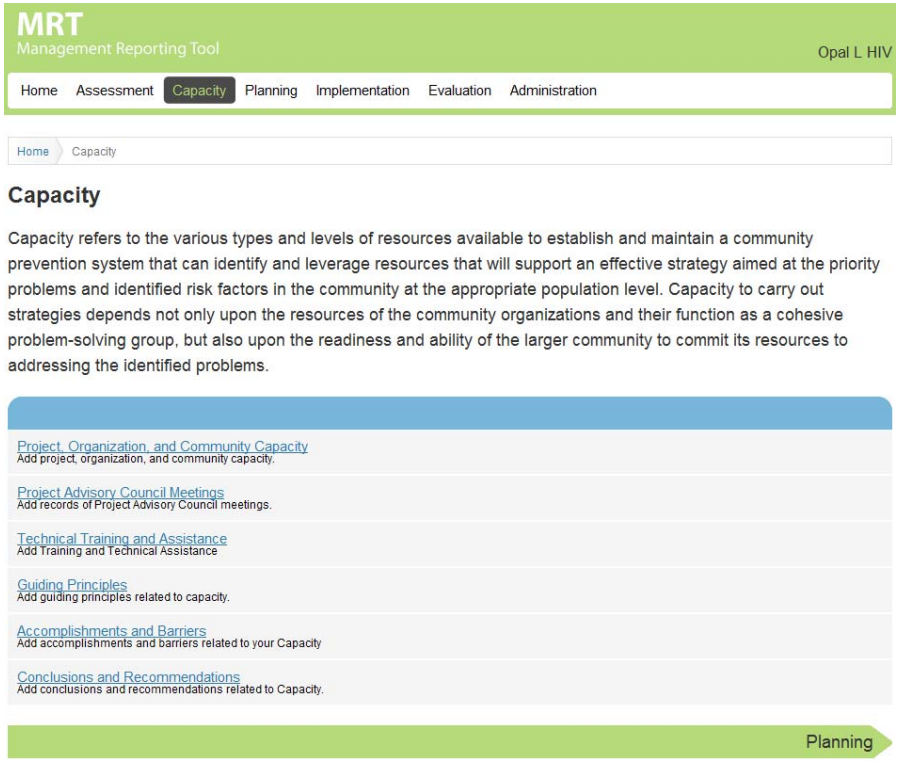
(This is a sample screenshot of the Conclusions and Recommendations Edit Form.)

© KIT Solutions® 2012

CAPACITY

Within the Capacity module, a user is able to perform the following tasks:

1. Enter, edit and delete Project, Organization, and Community Capacity.
2. Enter, edit and delete Project Advisory Council Meetings.
3. Enter, edit and delete Technical Training and Assistance.
4. Enter, edit and delete Guiding Principles.
5. Enter, edit and delete Accomplishments and Barriers.
6. Enter, edit and delete Conclusions and Recommendations.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Capacity
Capacity refers to the various types and levels of resources available to establish and maintain a community prevention system that can identify and leverage resources that will support an effective strategy aimed at the priority problems and identified risk factors in the community at the appropriate population level. Capacity to carry out strategies depends not only upon the resources of the community organizations and their function as a cohesive problem-solving group, but also upon the readiness and ability of the larger community to commit its resources to addressing the identified problems.
Project, Organization, and Community Capacity
Add project, organization, and community capacity.
Project Advisory Council Meetings
Add records of Project Advisory Council meetings.
Technical Training and Assistance
Add Training and Technical Assistance
Guiding Principles
Add guiding principles related to capacity.
Accomplishments and Barriers
Add accomplishments and barriers related to your Capacity
Conclusions and Recommendations
Add conclusions and recommendations related to Capacity.
Planning

(This is a screenshot of the Capacity Landing Page.)

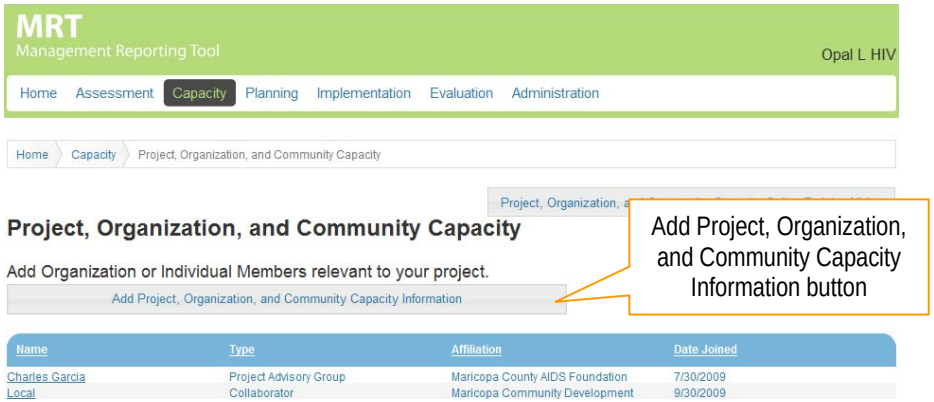
© KIT Solutions® 2012

Project, Organization, and Community Capacity

Add Organization or Individual Members relevant to your project.

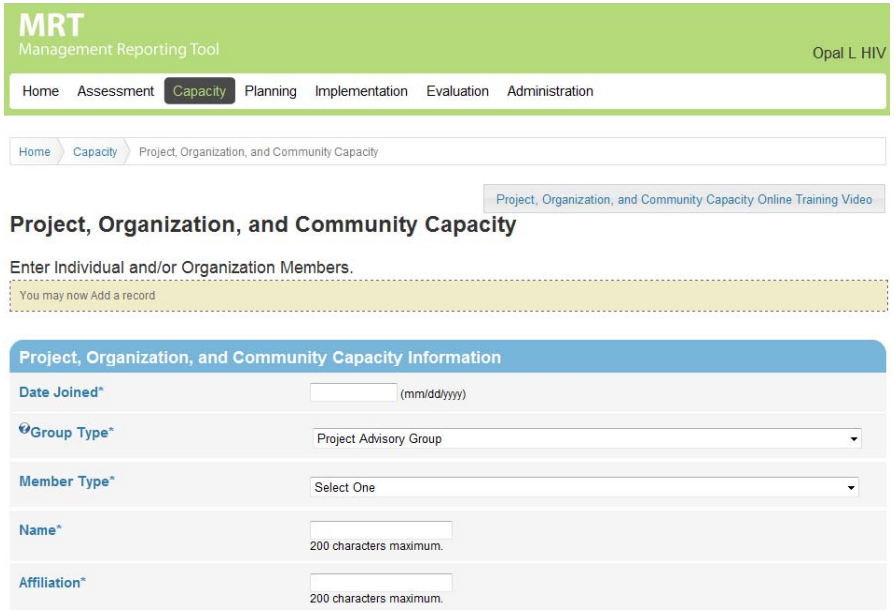
Adding Project, Organization and Community Capacity Members

1. Click **Capacity** from the main menu.
2. Click **Project, Organization, and Community Capacity** from the submenu
3. Click the Add Project, Organization, and Community Capacity Information (**Add Project, Organization, and Community Capacity Information**) button.



(This is a sample screenshot of the Project, Organization, and Community Capacity Listing Page.)

4. Enter the date this member joined from the **Date Joined*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. There are four types of groups to select from in the **Group Type*** dropdown, *Project Advisory Group*, *Governing Board*, *Collaborator*, and *Staff*.
6. If *Project Advisory Group* or *Governing Board* is selected:
    a. Select the type of member from the **Member Type*** dropdown menu.
    b. Enter the name of the member in the **Name*** text box.
    c. Enter the member's affiliation in the **Affiliation*** text box.

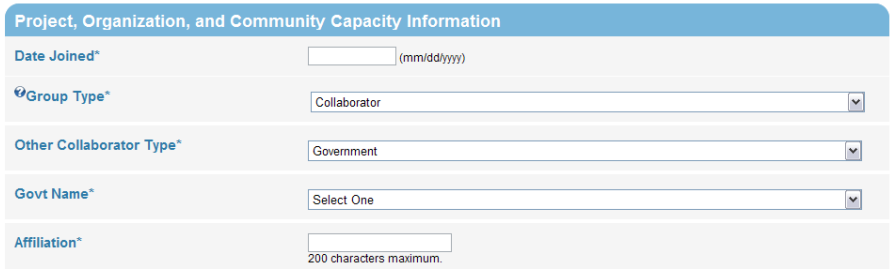


(This is a screenshot of the Project, Organization, and Community Capacity Edit Form, with the Project Advisory Group Type selected.)

© KIT Solutions® 2012

7. If *Collaborator* is selected:
    a. Select the type of collaborator from the **Other Collaborator Type*** dropdown.
    b. If *Government* is selected, select the government type from the **Govt Name*** dropdown menu
    c. If *Non-Government* is selected, select the non-government type from the **Non Govt Name*** dropdown menu.
    d. Enter the member's affiliation in the **Affiliation*** text box.

8. If *Staff* is selected:
    a. Enter the name of the member in the **Name*** text box.
    b. Enter the staff member's position in the **Position Title*** text box.
    c. Enter the actual Full-Time Equivalence in the **FTE(Actual)** text box.
    d. Enter the approved Full-Time Equivalence in the **FTE(Approved)** text box.
9. Select the status of the member using the **Status*** radio buttons.
    a. *Active*: currently involved with the organization.
    b. *Inactive*: no longer involved with the organization.
10. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.



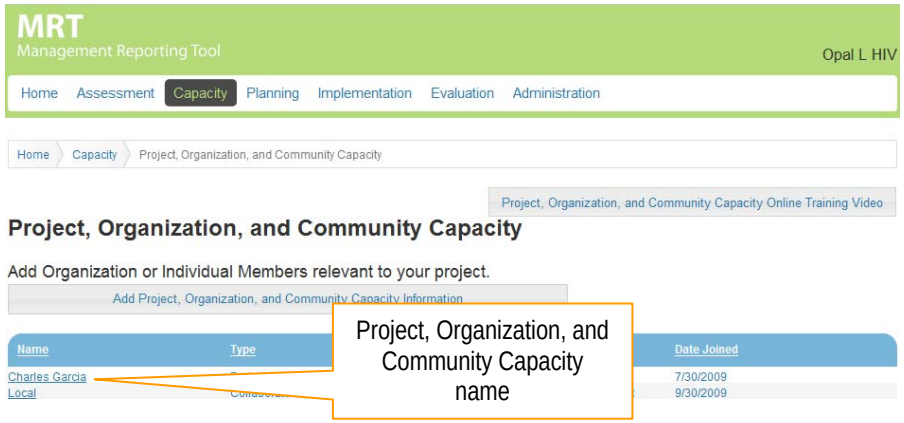
(This is a screenshot of the Project, Organization, and Community Capacity Edit Form, with the Collaborator Type selected.)

(This is a screenshot of the Project, Organization, and Community Capacity Edit Form, with the Staff Type selected.)

© KIT Solutions® 2012

Editing a Project, Organization, and Community Capacity Member

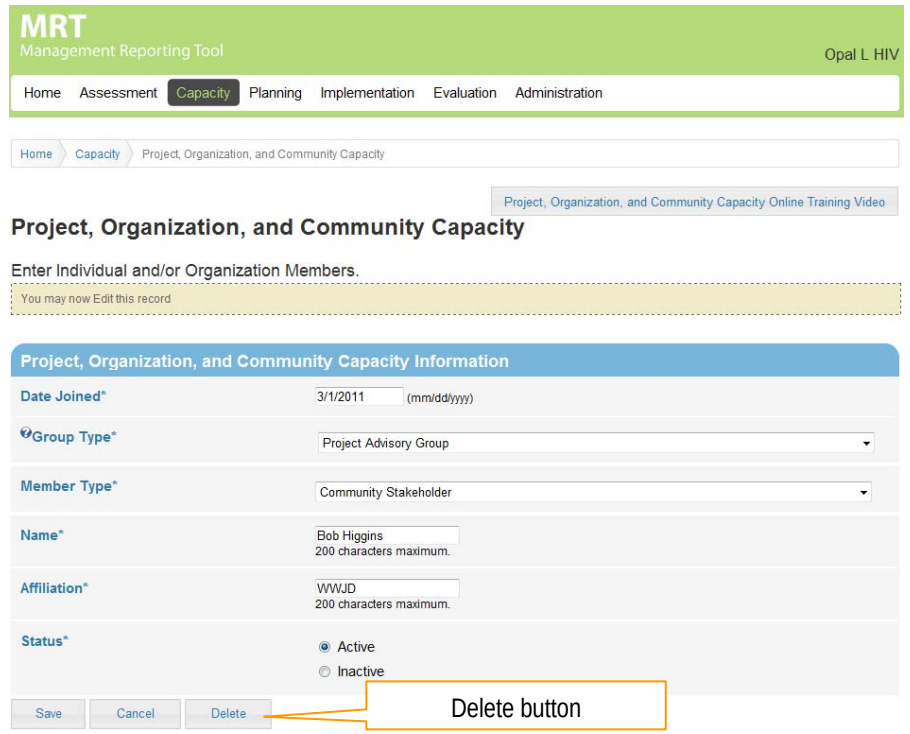
1. Click **Capacity** from the main menu
2. Click **Project, Organization, and Community Capacity** from the submenu.
3. From the listing page, select the project, organization or community capacity you wish to edit by clicking the member Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Capacity Project, Organization, and Community Capacity
Project, Organization, and Community Capacity Online Training Video
Project, Organization, and Community Capacity
Add Organization or Individual Members relevant to your project.
Add Project, Organization, and Community Capacity Information
Name Type Date Joined
Charles Garcia 7/30/2009
Local 9/30/2009
Project, Organization, and Community Capacity name

(This is a sample screenshot of the Project, Organization, and Community Capacity Listing Page.)

Deleting a Project, Organization, and Community Capacity Member

1. Click **Capacity** from the main menu.
2. Click **Project, Organization, and Community Capacity** from the submenu.
3. From the listing page, select the project, organization or community capacity you wish to delete by clicking the member Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


MRT
Management Reporting Tool
Opal L HIV
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Capacity Project, Organization, and Community Capacity
Project, Organization, and Community Capacity Online Training Video
Project, Organization, and Community Capacity
Enter Individual and/or Organization Members.
You may now Edit this record
Project, Organization, and Community Capacity Information
Date Joined* 3/1/2011 (mm/dd/yyyy)
Group Type* Project Advisory Group
Member Type* Community Stakeholder
Name* Bob Higgins 200 characters maximum.
Affiliation* WWJD 200 characters maximum.
Status* Active Inactive
Save Cancel Delete
Delete button

(This is a sample screenshot of the Project, Organization, and Community Capacity Edit Form.)

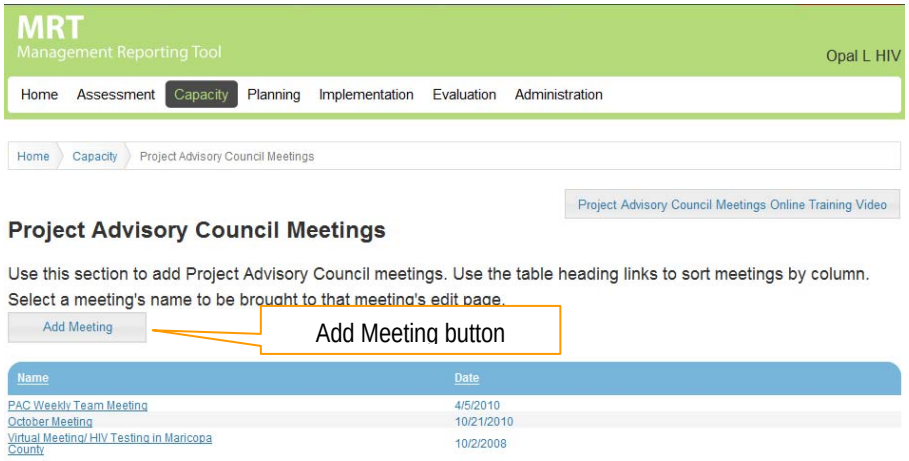
© KIT Solutions® 2012

Project Advisory Council Meetings

Use this section to add Project Advisory Council meetings.

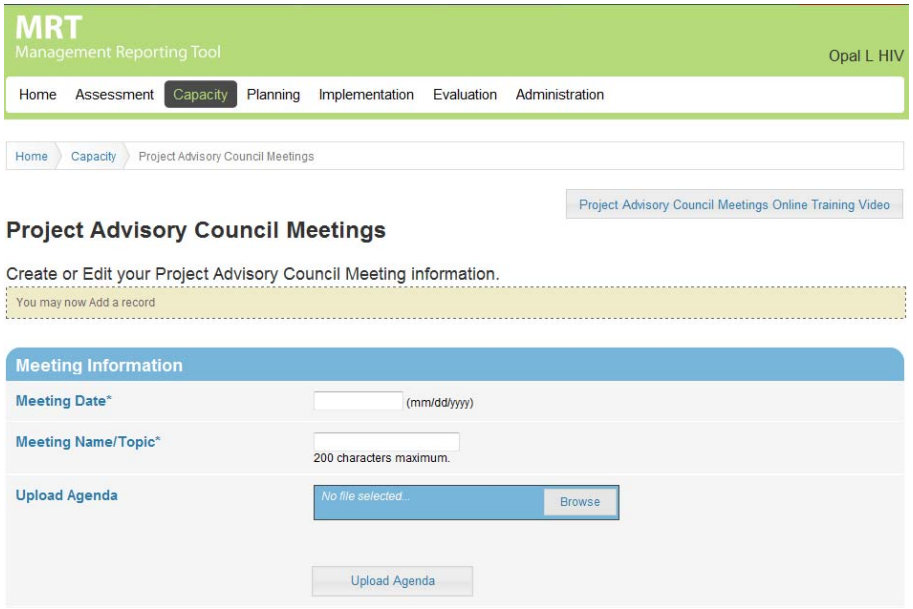
Adding Project Advisory Council Meetings

1. Click **Capacity** from the main menu.
2. Click **Project Advisory Council Meetings** from the submenu
3. Click the Add Meeting (**Add Meeting**) button.



(This is a sample screenshot of the Project Advisory Council Meetings Listing Page.)

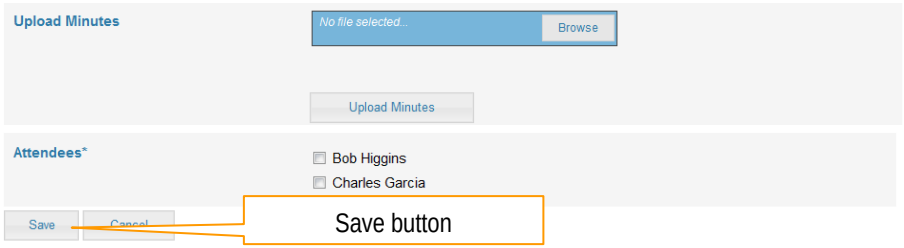
4. Enter the date this meeting occurred from the **Meeting Date*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Enter the meeting name or topic in the **Meeting Name/Topic*** text box.
6. To upload your Agenda, perform the follow steps:
   a. Click the Browse (**Browse**) button.
   b. Select the document you wish up upload. Click **Open**. The file path will now appear next to Upload Agenda.
      *Note: For instruction on how to view the uploaded document see Editing Project Council Meetings.
   c. Click the Upload Agenda (**Upload Agenda**) button.



(This is a screenshot of the Project Advisory Council Meetings Edit Form.)

© KIT Solutions® 2012

7. To upload a Minutes document, perform the follow steps:
    a. Click the Browse (**Browse**) button.
    b. Select the document you wish up upload. Click **Open**. The file path will now appear next to Upload Agenda.
    *Note: For instruction on how to view the uploaded document see Editing Project Council Meetings.
    c. Click the Upload Minutes (**Upload Minutes**) button.
8. Use the check boxes to select the meetings **Attendees***.
    *Note: The Attendees were added from the Project, Organization, and Community Capacity section.
9. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.

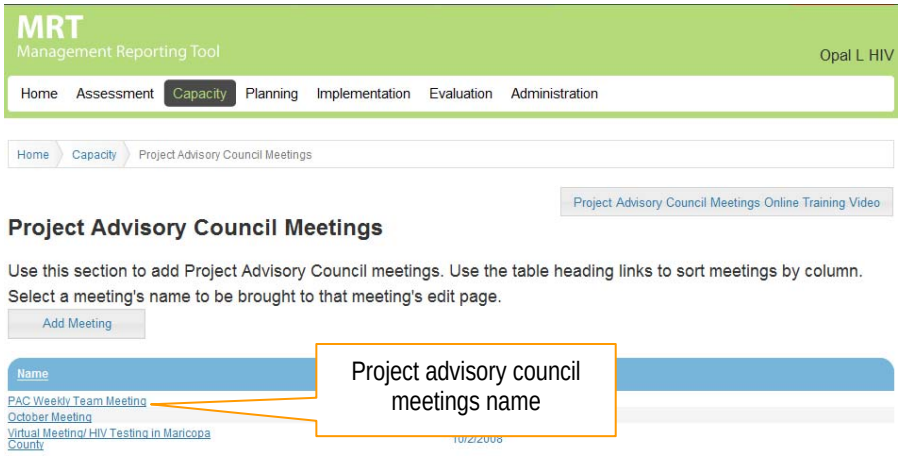


(This is a screenshot of the Project Advisory Council Meetings Edit Form.)

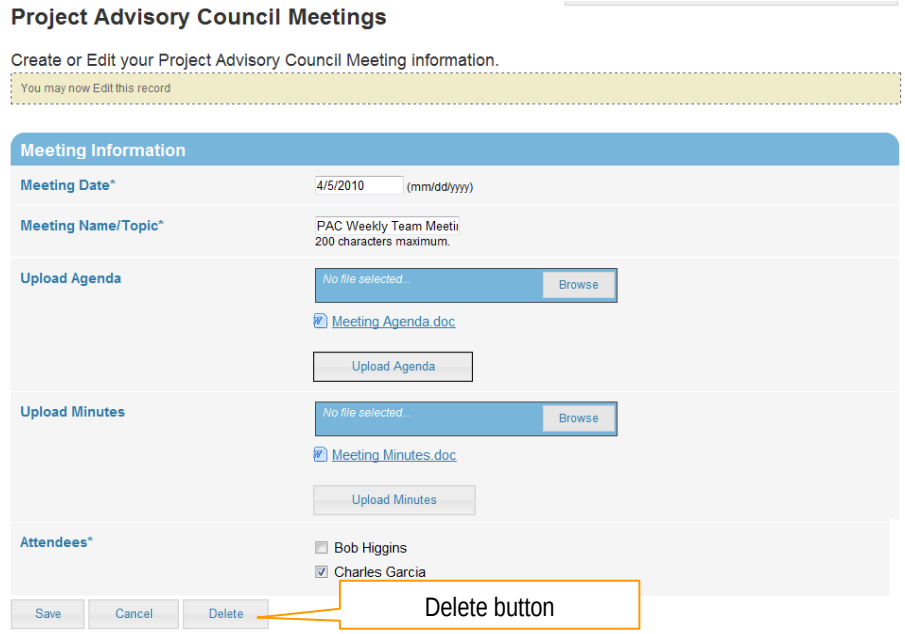
© KIT Solutions® 2012

Editing Project Advisory Council Meetings

1. Click **Capacity** from the main menu.
2. Click **Project Advisory Council Meetings** from the submenu.
3. From the listing page, select the project advisory council meetings you wish to edit by clicking the project advisory council meetings Name. The details will appear in Edit Mode.
4. To view the document that has been uploaded, simply click the link of the name of the document.
5. Make any changes needed to the form.
6. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a sample screenshot of the Project Advisory Council Meetings Listing Page.)



(This is a sample screenshot of the Project Advisory Council Meetings Edit Form.)

Deleting Project Advisory Council Meetings

1. Click **Capacity** from the main menu.
2. Click **Project Advisory Council Meetings** from the submenu.
3. From the listing page, select the project advisory council meetings you wish to delete by clicking the project advisory council meetings Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.

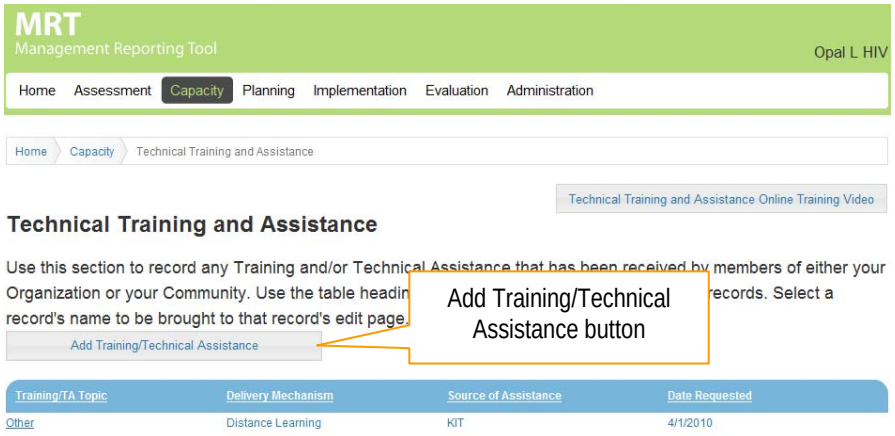
© KIT Solutions® 2012

Technical Training and Assistance

Use this section to record any Training and/or Technical Assistance that has been received by members of either your Organization or your Community.

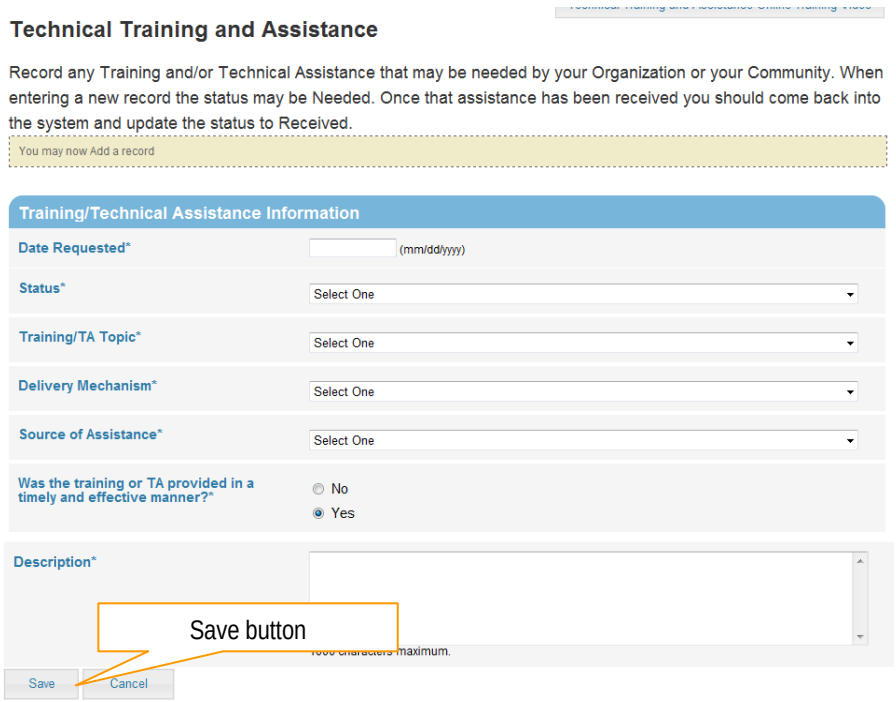
Adding Technical Training and Assistance

1. Click **Capacity** from the main menu.
2. Click **Technical Training and Assistance** from the submenu.
3. Click the Add Training/Technical Assistance (**Add Training/Technical Assistance**) button.



(This is a sample screenshot of the Technical Training and Assistance Listing Page.)

4. Enter the date requested in the **Date Requested*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Select the status from the **Status*** dropdown menu.
    a. If *Closed* is selected, enter the date closed in the **Date Closed*** text box.
6. Select the training topic from the **Training/TA Topic*** dropdown menu.
7. Select the delivery mechanism from the **Delivery Mechanism*** dropdown menu.
8. Select the source for this assistance from the **Source of Assistance*** dropdown menu.
    a. If *Other* is selected, enter the source of assistance in the **Specify Other Source*** text box.
9. Use the radio buttons to select if the assistance provided was **Timely and Effective***.
    a. If *No* is selected, you must provide further details in the **Explanation*** text box.
10. Enter details about training/TA in the **Description*** text box
11. Click the Save (**Save**) button.
    ***Note:** Click the Cancel (**Cancel**) button to cancel this entry.


Technical Training and Assistance
Record any Training and/or Technical Assistance that may be needed by your Organization or your Community. When entering a new record the status may be Needed. Once that assistance has been received you should come back into the system and update the status to Received.
You may now Add a record
Training/Technical Assistance Information
Date Requested*
(mm/dd/yyyy)
Status*
Select One
Training/TA Topic*
Select One
Delivery Mechanism*
Select One
Source of Assistance*
Select One
Was the training or TA provided in a timely and effective manner?*
No
Yes
Description*
Save button
Save
Cancel

(This is a screenshot of the Technical Training and Assistance Edit Form.)

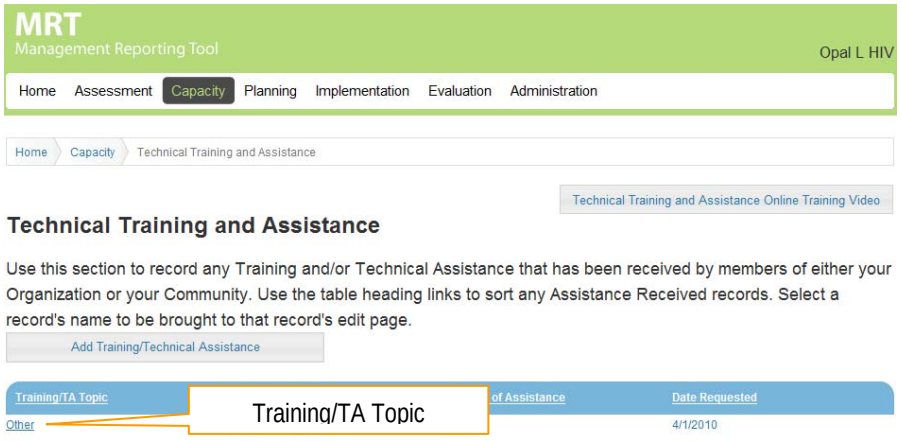
© KIT Solutions® 2012

Editing Technical Training and Assistance

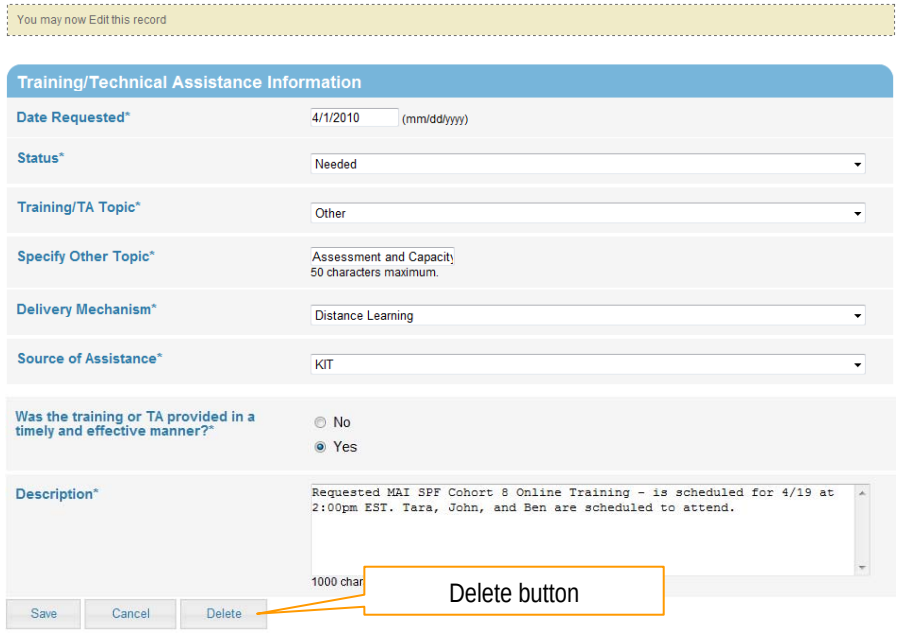
1. Click **Capacity** from the main menu.
2. Click **Technical Training and Assistance** from the submenu.
3. From the listing page, select the technical and training assistance you wish to edit by clicking the Training/TA Topic name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

Deleting Technical Training and Assistance

1. Click **Assessment** from the main menu
2. Click **Technical Training and Assistance** from the submenu.
3. From the listing page, select the technical and training assistance you wish to delete by clicking the Training/TA Topic name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



(This is a sample screenshot of the Technical Training and Assistance Listing Page.)



(This is a sample screenshot of the Technical Training and Assistance Edit Form.)

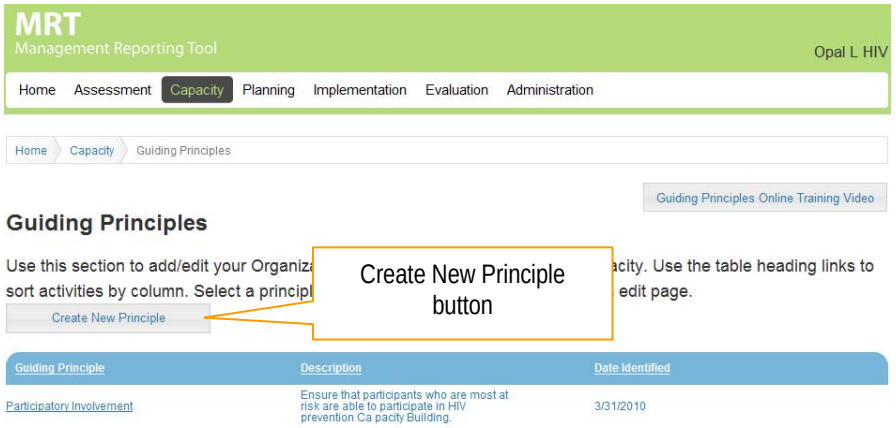
© KIT Solutions® 2012

Guiding Principles

Use this section to add/edit your Organization's Guiding Principles related to Capacity.

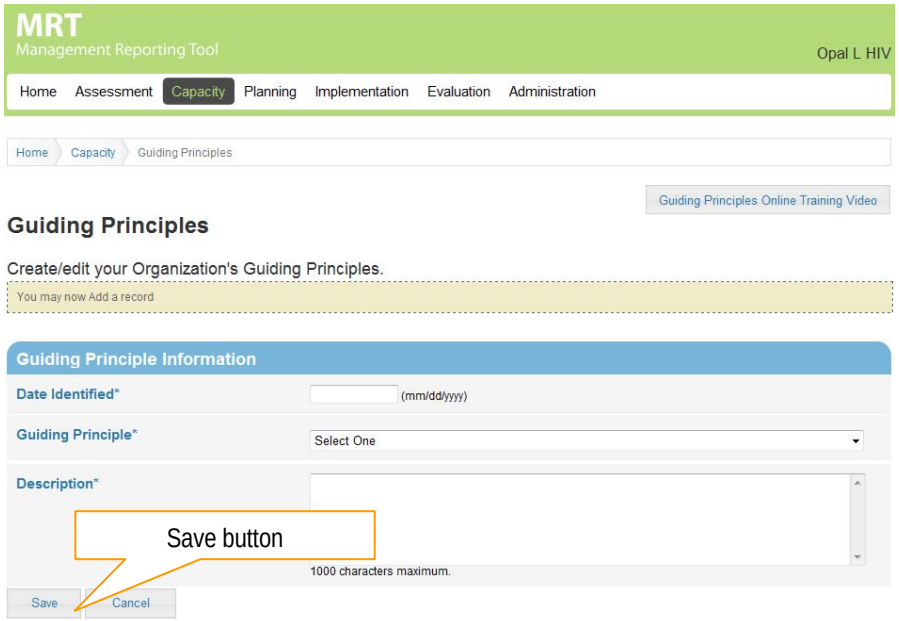
Adding Guiding Principles

1. Click **Guiding Principles** from the main menu.
2. Click **Guiding Principles** from the submenu.
3. Click the Create New Principle (**Create New Principle**) button.



(This is a sample screenshot of the Guiding Principles Listing Page.)

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Select name for the guiding principle from the **Guiding Principle*** dropdown menu.
6. Enter details about this guiding principle in the **Description*** text box.
7. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

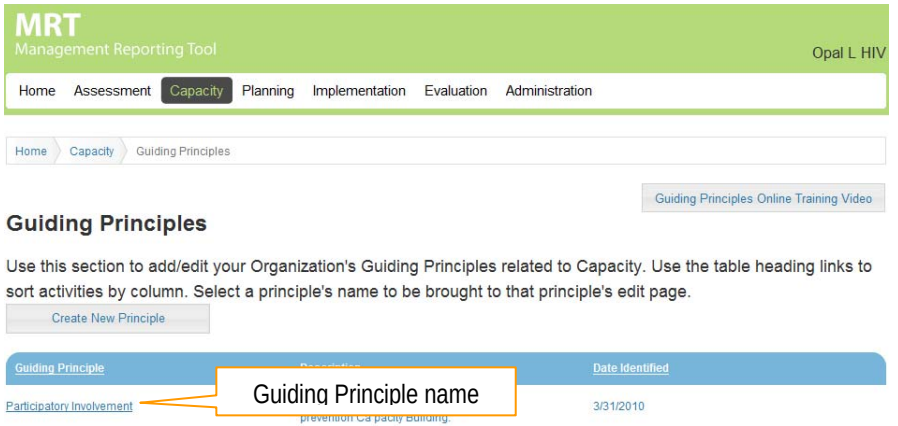


(This is a screenshot of the Guiding Principles Edit Form.)

© KIT Solutions® 2012

Editing Guiding Principles

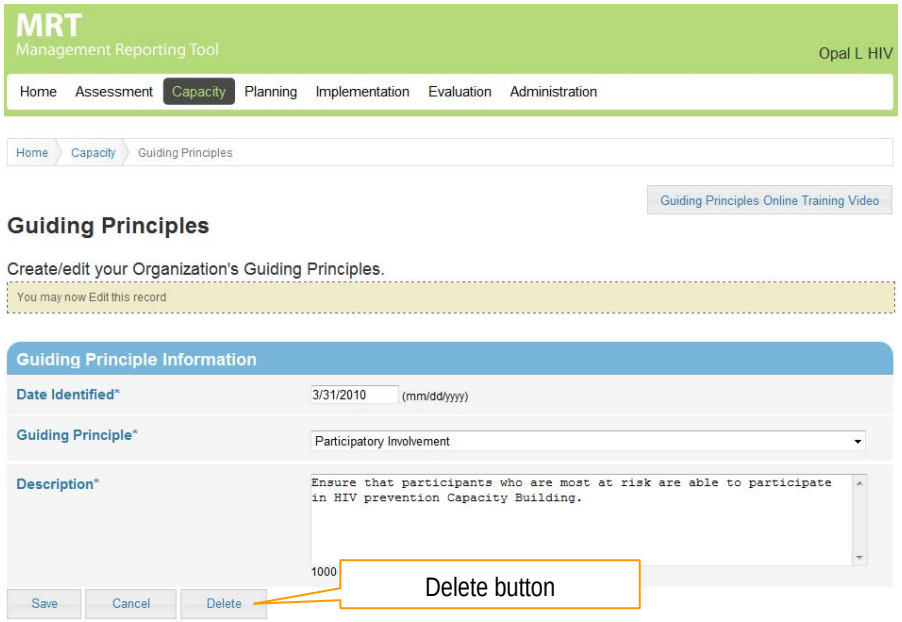
1. Click **Assessment** from the main menu.
2. Click **Guiding Principles** from the submenu.
3. From the listing page, select the guiding principle you wish to edit by clicking the Guiding Principle name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a sample screenshot of the Guiding Principles Listing Page.)

Deleting Guiding Principles

1. Click **Assessment** from the main menu.
2. Click **Guiding Principles** from the submenu.
3. From the listing page, select the guiding principle you wish to delete by clicking the Guiding Principle name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



(This is a sample screenshot of the Guiding Principles Edit Form.)

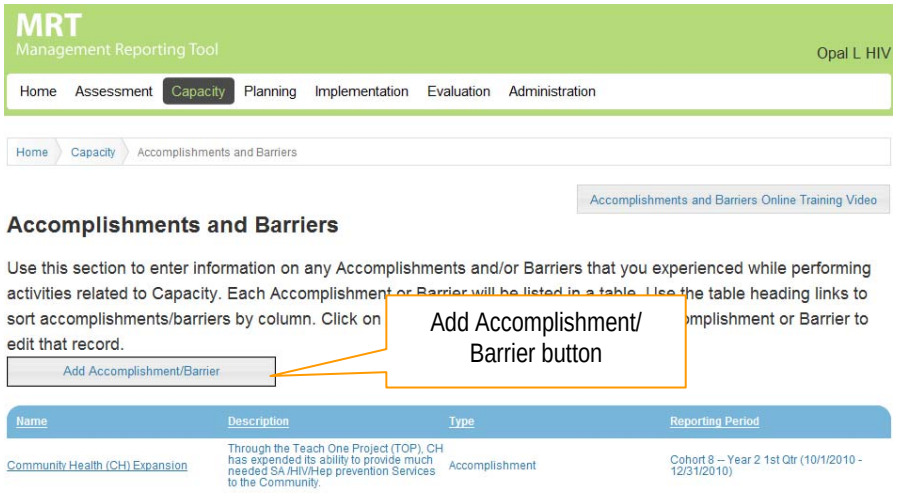
© KIT Solutions® 2012

Accomplishments and Barriers

Use this section to enter information on any Accomplishments and/or Challenges/Barriers that you experienced while performing activities related to Capacity.

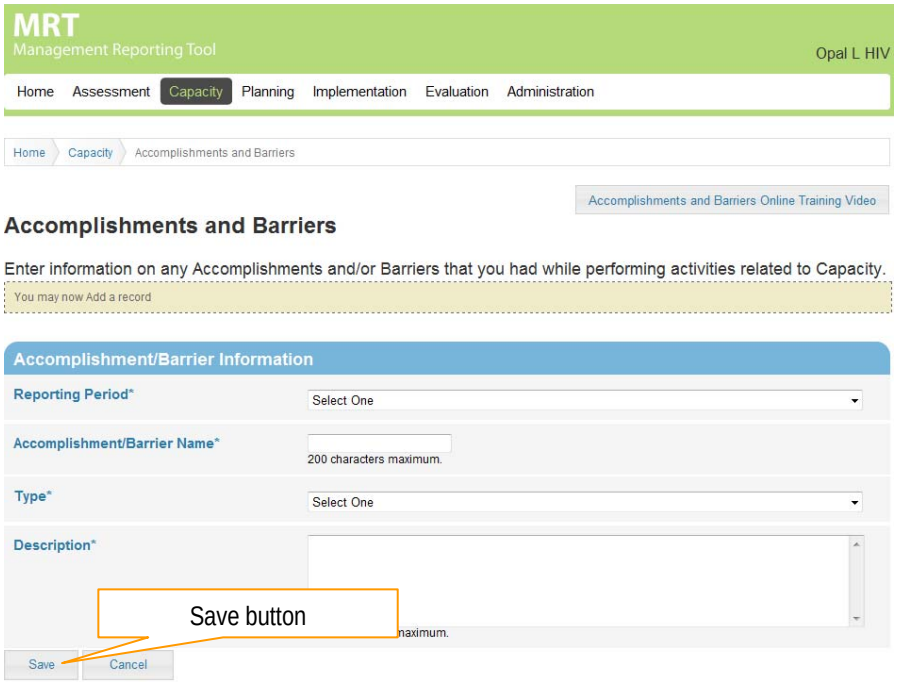
Adding an Accomplishment or Barrier

1. Click **Capacity** from the main menu.
2. Click **Accomplishments and Barriers** from the submenu.
3. Click the Add Accomplishment/Barrier (**Add Accomplishment/Barrier**) button.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Capacity. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on
mplishment or Barrier to edit that record.
Add Accomplishment/Barrier
Add Accomplishment/ Barrier button
Name
Description
Type
Reporting Period
Community Health (CH) Expansion
Through the Teach One Project (TOP), CH has expended its ability to provide much needed SA /HIV/Hep prevention Services to the Community.
Accomplishment
Cohort 8 – Year 2 1st Qtr (10/1/2010 - 12/31/2010)

(This is a sample screenshot of the Accomplishments and Barriers Listing Page.)

4. Select the reporting period when this accomplishment or barrier occurred from the **Reporting Period*** dropdown menu.
5. Enter a name for the accomplishment or barrier in the **Accomplishment/Barrier Name*** text box.
6. Select *Accomplishment* or *Challenge/Barrier* from the **Type*** dropdown menu.
7. Enter details about this accomplishment or barrier in the **Description*** text box
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

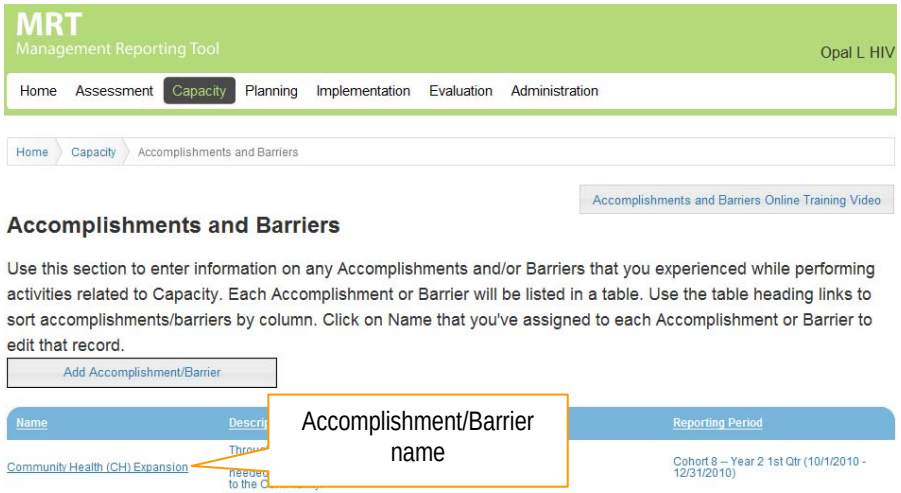


(This is a screenshot of the Accomplishments and Barriers Edit Form.)

© KIT Solutions® 2012

Editing Accomplishments and Barriers

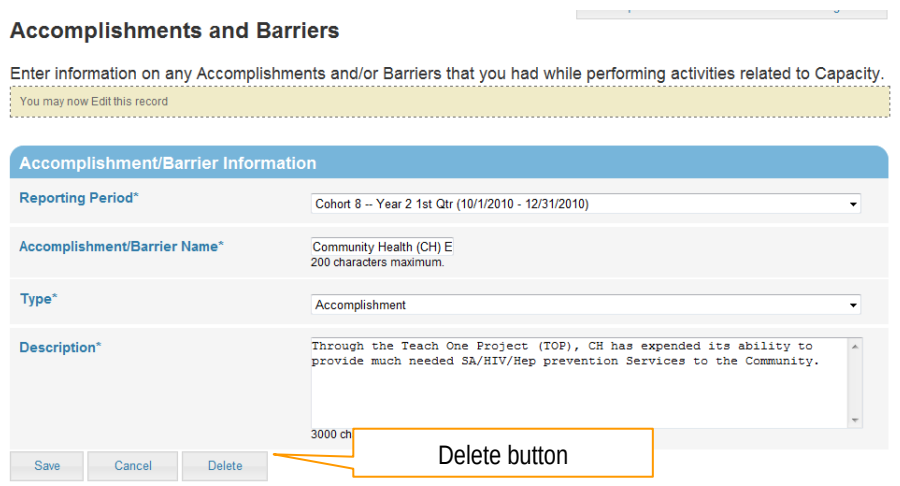
1. Click **Capacity** from the main menu
2. Click **Accomplishments and Barriers** from the submenu.
3. From the listing page, select the accomplishment or barrier you wish to edit by clicking the accomplishment/barrier Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Capacity. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit that record.
Add Accomplishment/Barrier
Name
Reporting Period
Community Health (CH) Expansion
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)
Accomplishment/Barrier name

(This is a sample screenshot of the Accomplishments and Barriers Listing Page.)

Deleting Accomplishments and Barriers

1. Click **Capacity** from the main menu
2. Click **Accomplishments and Barriers** from the submenu.
3. From the listing page, select the accomplishment or barrier you wish to delete by clicking the accomplishment/barrier Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


Accomplishments and Barriers
Enter information on any Accomplishments and/or Barriers that you had while performing activities related to Capacity.
You may now Edit this record
Accomplishment/Barrier Information
Reporting Period*
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)
Accomplishment/Barrier Name*
Community Health (CH) E
200 characters maximum.
Type*
Accomplishment
Description*
Through the Teach One Project (TOP), CH has expended its ability to provide much needed SA/HIV/Hep prevention Services to the Community.
3000 ch
Save
Cancel
Delete
Delete button

(This is a sample screenshot of the Accomplishments and Barriers Edit Form.)

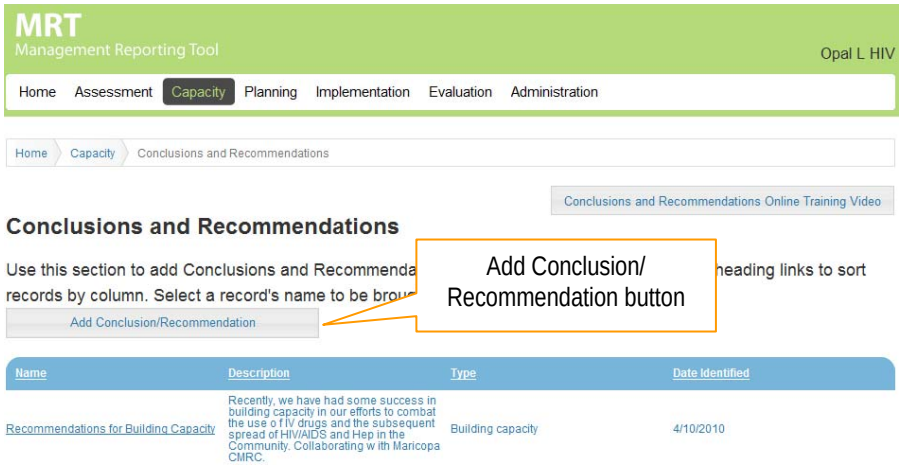
© KIT Solutions® 2012

Conclusions and Recommendations

Use this section to add Conclusions and Recommendations related to Capacity.

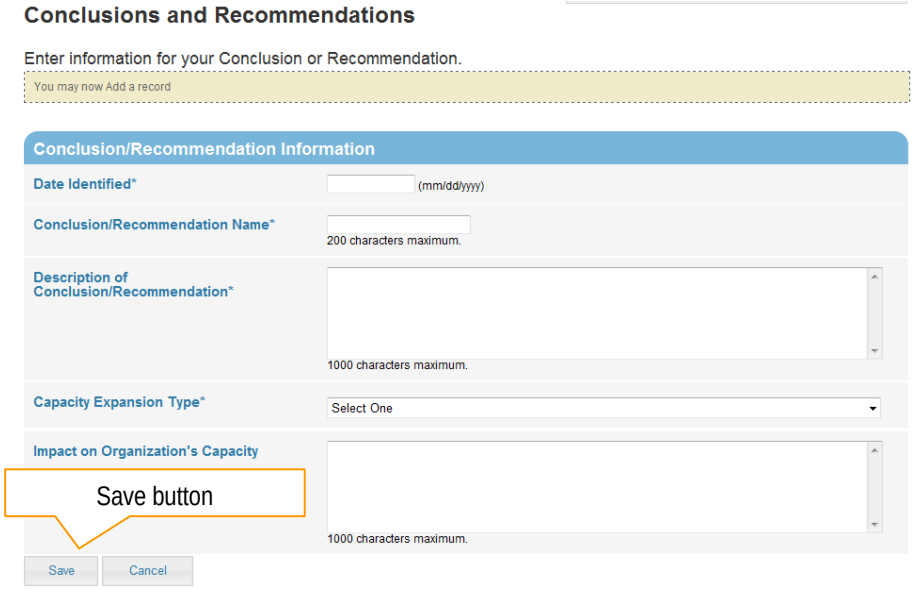
Adding Conclusion and Recommendations

1. Click **Capacity** from the main menu.
2. Click **Conclusions and Recommendations** from the submenu.
3. Click Add Conclusion/Recommendation the (**Add Conclusions/Recommendations**) button.



(This is a sample screenshot of the Conclusions and Recommendations Listing Page.)

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Enter a name of the conclusion or recommendation in the **Conclusion/Recommendation Name*** textbox.
6. Enter details about this conclusion/recommendation in the **Description of Conclusion/Recommendation*** text box.
7. Select the capacity expansion type from the **Capacity Expansion Type*** dropdown menu.
    a. If *Other* is selected, enter the expansion type in the **Other Capacity Expansion Type*** text box.
8. If desired, enter details about how this objective will have an Impact of Organization's Capacity in the **Impact on Organization's Capacity** text box.
9. Click the Save (**Save**) button.
*Note: Click the Cancel (**Cancel**) button to cancel this entry.

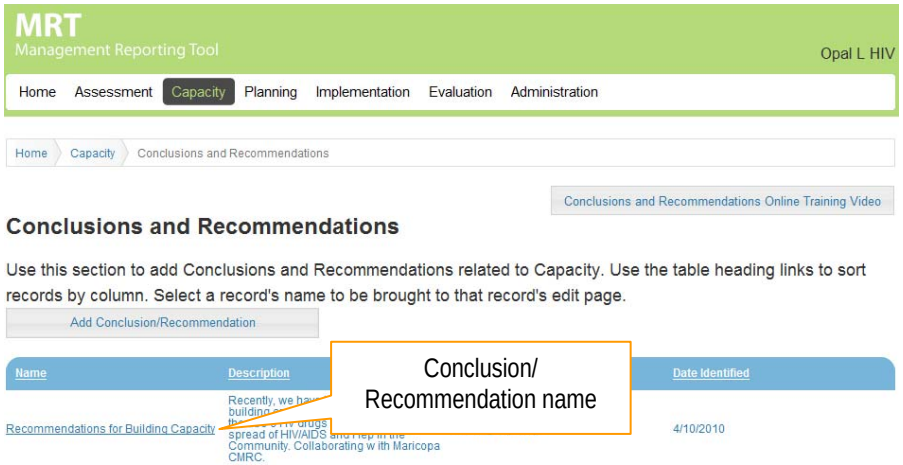


(This is a screenshot of the Conclusions and Recommendations Edit Form.)

© KIT Solutions® 2012

Editing Conclusions and Recommendations

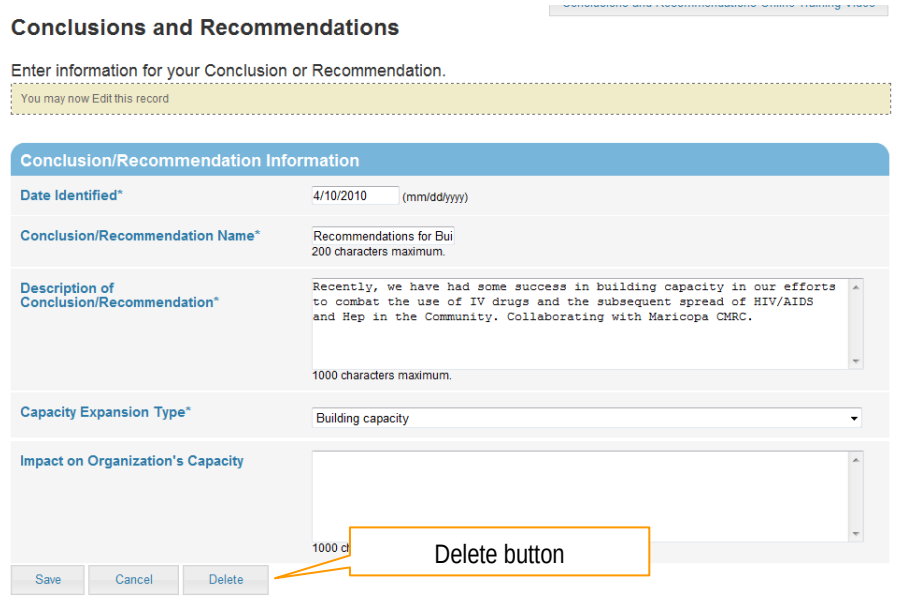
1. Click **Capacity** from the main menu
2. Click **Conclusions and Recommendations** from the submenu.
3. From the listing page, select the conclusions and recommendations you wish to edit by clicking the conclusions and recommendations Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a sample screenshot of the Conclusions and Recommendations Listing Page.)

Deleting Conclusions and Recommendations

1. Click **Capacity** from the main menu
2. Click **Conclusions and Recommendations** from the submenu.
3. From the listing page, select the conclusions and recommendations you wish to delete by clicking the conclusions and recommendations Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


Conclusions and Recommendations
Enter information for your Conclusion or Recommendation.
You may now Edit this record
Conclusion/Recommendation Information
Date Identified*
4/10/2010
(mm/dd/yyyy)
Conclusion/Recommendation Name*
Recommendations for Bui
200 characters maximum.
Description of Conclusion/Recommendation*
Recently, we have had some success in building capacity in our efforts to combat the use of IV drugs and the subsequent spread of HIV/AIDS and Hep in the Community. Collaborating with Maricopa CMRC.
1000 characters maximum.
Capacity Expansion Type*
Building capacity
Impact on Organization's Capacity
Save
Cancel
Delete
Delete button

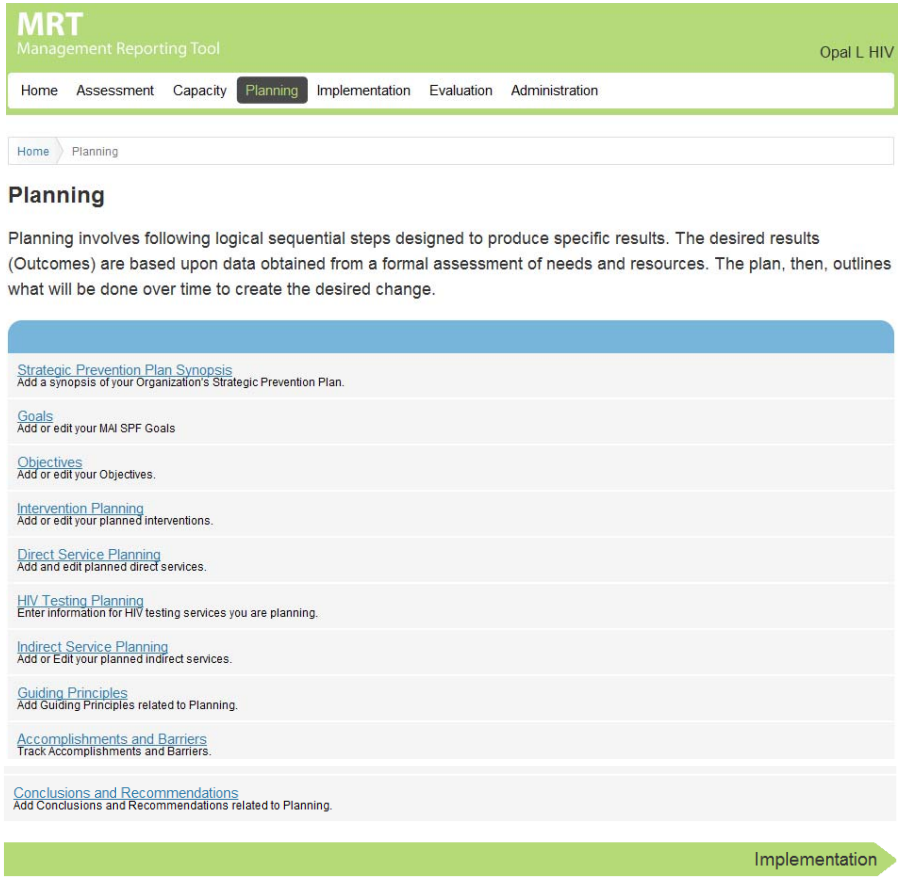
(This is a sample screenshot of the Conclusions and Recommendations Edit Form.)

© KIT Solutions® 2012

PLANNING

Within the Planning module, a user is able to perform the following tasks:

1. Enter and edit Strategic Prevention Plan Synopsis.
2. Enter, edit and delete Goals.
3. Enter, edit and delete Objectives.
4. Enter, edit and delete Intervention Planning.
5. Enter, edit and delete Direct Services Planning.
6. View your historical planned Direct Services.
7. Enter, edit and delete HIV Testing Planning.
8. Enter, edit, and delete Indirect Service Planning.
9. Enter, edit and delete Guiding Principles.
10. Enter, edit and delete Accomplishments and Barriers.
11. Enter, edit and delete Conclusions and Recommendations.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Planning
Planning involves following logical sequential steps designed to produce specific results. The desired results (Outcomes) are based upon data obtained from a formal assessment of needs and resources. The plan, then, outlines what will be done over time to create the desired change.
Strategic Prevention Plan Synopsis
Add a synopsis of your Organization's Strategic Prevention Plan.
Goals
Add or edit your MAI SPF Goals
Objectives
Add or edit your Objectives.
Intervention Planning
Add or edit your planned interventions.
Direct Service Planning
Add and edit planned direct services.
HIV Testing Planning
Enter information for HIV testing services you are planning.
Indirect Service Planning
Add or Edit your planned indirect services.
Guiding Principles
Add Guiding Principles related to Planning.
Accomplishments and Barriers
Track Accomplishments and Barriers.
Conclusions and Recommendations
Add Conclusions and Recommendations related to Planning.
Implementation

(This is a screenshot of the Planning Landing Page.)

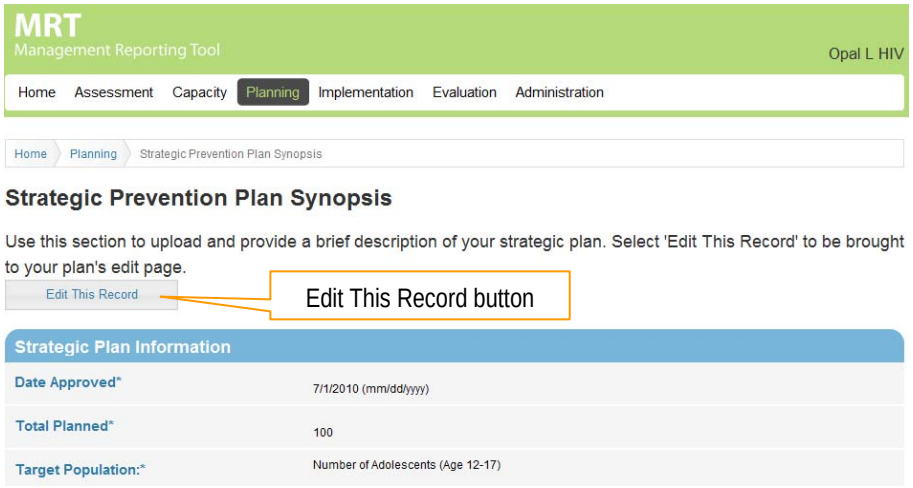
© KIT Solutions® 2012

Strategic Prevention Plan Synopsis

Use this section to upload and provide a brief description of your strategic plan.

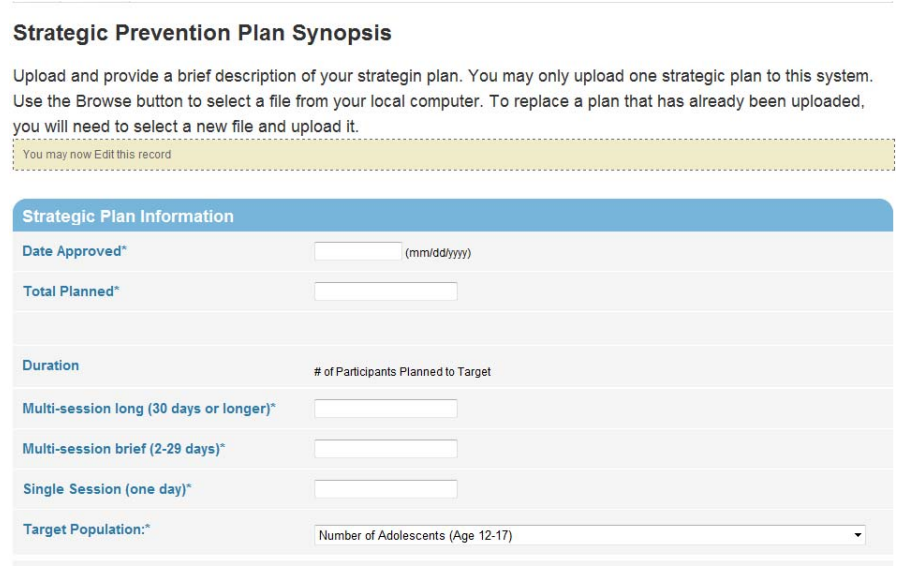
Updating the Strategic Prevention Plan Synopsis

1. Click **Planning** from the main menu.
2. Click **Strategic Prevention Plan Synopsis** from the submenu.
3. Click the Edit This Record (**Edit This Record**) button.



(This is a sample screenshot of the Strategic Prevention Plan Synopsis Landing Page.)

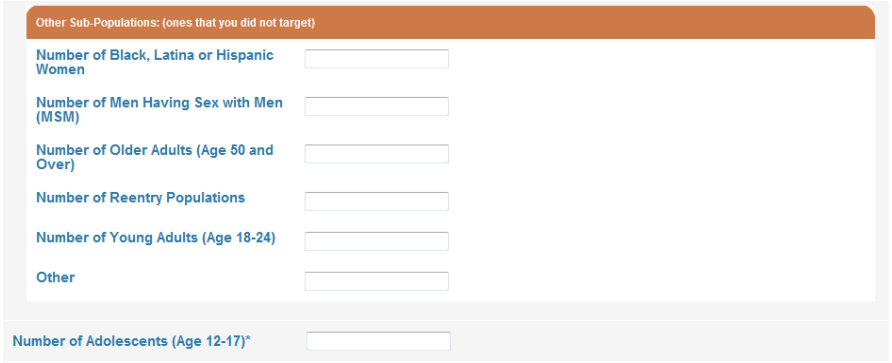
4. Enter the date approved in the **Date Approved** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Enter the total number of people you plan to serve for the life of the grant in the **Total Planned*** text box.
6. Enter the total number of participants planned to target for the **Multi-session long (30 days or longer)***, **Multi-session brief (2-29 days)***, and **Single Session (one day)*** Duration text boxes.
   Note:** The total of these 3 fields must equal the **Total Planned.
7. Select the targeted population from the **Target Population*** dropdown menu.


Strategic Prevention Plan Synopsis
Upload and provide a brief description of your strategin plan. You may only upload one strategic plan to this system. Use the Browse button to select a file from your local computer. To replace a plan that has already been uploaded, you will need to select a new file and upload it.
You may now Edit this record
Strategic Plan Information
Date Approved*
(mm/dd/yyyy)
Total Planned*
Duration
# of Participants Planned to Target
Multi-session long (30 days or longer)*
Multi-session brief (2-29 days)*
Single Session (one day)*
Target Population:*
Number of Adolescents (Age 12-17)

(This is a sample screenshot of the Strategic Prevention Plan Synopsis Page in Edit Form with Number of Adolescents Target Population selected.)

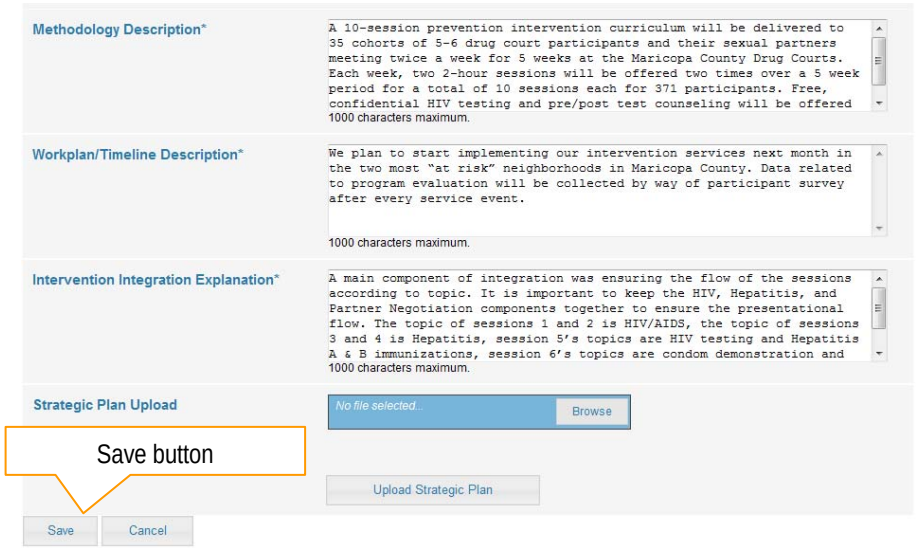
© KIT Solutions® 2012

8. Enter the number of people you plan to serve in **Other Sub-Populations**.
   Note: The totals entered for the Target Population and Other Sub-Populations must equal the Total Planned.
9. Enter the number of people you plan to serve from the chosen Target Population in the relevant text box.


Other Sub-Populations: (ones that you did not target)
Number of Black, Latina or Hispanic Women
Number of Men Having Sex with Men (MSM)
Number of Older Adults (Age 50 and Over)
Number of Reentry Populations
Number of Young Adults (Age 18-24)
Other
Number of Adolescents (Age 12-17)*

(This is a sample screenshot of the Strategic Prevention Plan Synopsis Page in Edit Form with Number of Adolescents Target Population selected.)

10. Enter a description of the methodology in the **Methodology Description*** text box.
11. Enter a description of the workplan/timeline in the **Workplan/Timeline Description*** text box.
12. Enter a description for the intervention integration into the **Intervention Integration Explanation*** text box.
13. To upload your Strategic Plan perform the follow steps:
    a. Click the Browse (**Browse**) button.
    b. Select the document you wish up upload. Click **Open**. The file path will now appear next to Upload a File.
    c. Click the Upload Strategic Plan (**Upload Strategic Plan**) button.
14. Click the Save (**Save**) button.
    *Note: To view the document that has been uploaded, simply click the link of the name of the document.


Methodology Description*
A 10-session prevention intervention curriculum will be delivered to 35 cohorts of 5-6 drug court participants and their sexual partners meeting twice a week for 5 weeks at the Maricopa County Drug Courts. Each week, two 2-hour sessions will be offered two times over a 5 week period for a total of 10 sessions each for 371 participants. Free, confidential HIV testing and pre/post test counseling will be offered
1000 characters maximum.
Workplan/Timeline Description*
We plan to start implementing our intervention services next month in the two most "at risk" neighborhoods in Maricopa County. Data related to program evaluation will be collected by way of participant survey after every service event.
1000 characters maximum.
Intervention Integration Explanation*
A main component of integration was ensuring the flow of the sessions according to topic. It is important to keep the HIV, Hepatitis, and Partner Negotiation components together to ensure the presentational flow. The topic of sessions 1 and 2 is HIV/AIDS, the topic of sessions 3 and 4 is Hepatitis, session 5's topics are HIV testing and Hepatitis A & B immunizations, session 6's topics are condom demonstration and
1000 characters maximum.
Strategic Plan Upload
No file selected.
Browse
Upload Strategic Plan
Save button
Save
Cancel

(This is a sample screenshot of the Strategic Prevention Plan Synopsis Page in Edit Form.)

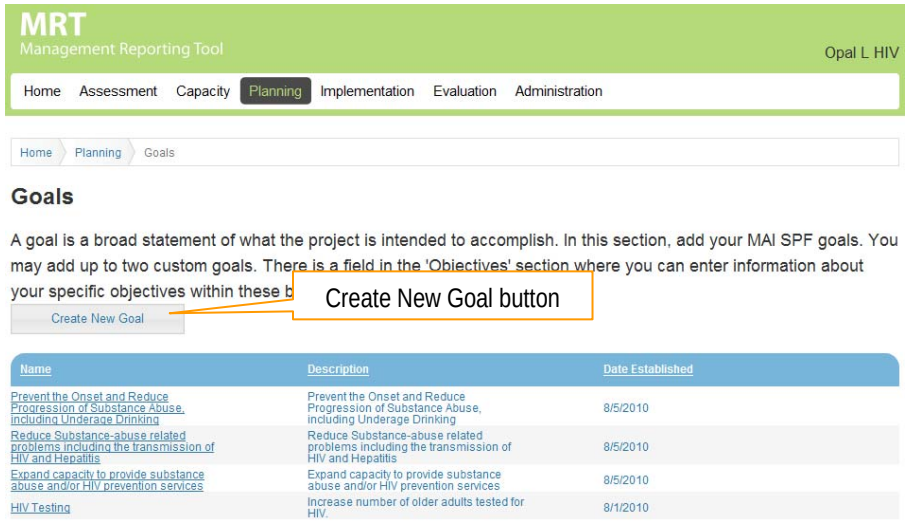
© KIT Solutions® 2012

Goals

Add or edit your MAI SPF Goals. Please note, there are 3 predefined goals listed for you. Use the following instructions to add up to 2 additional goals.

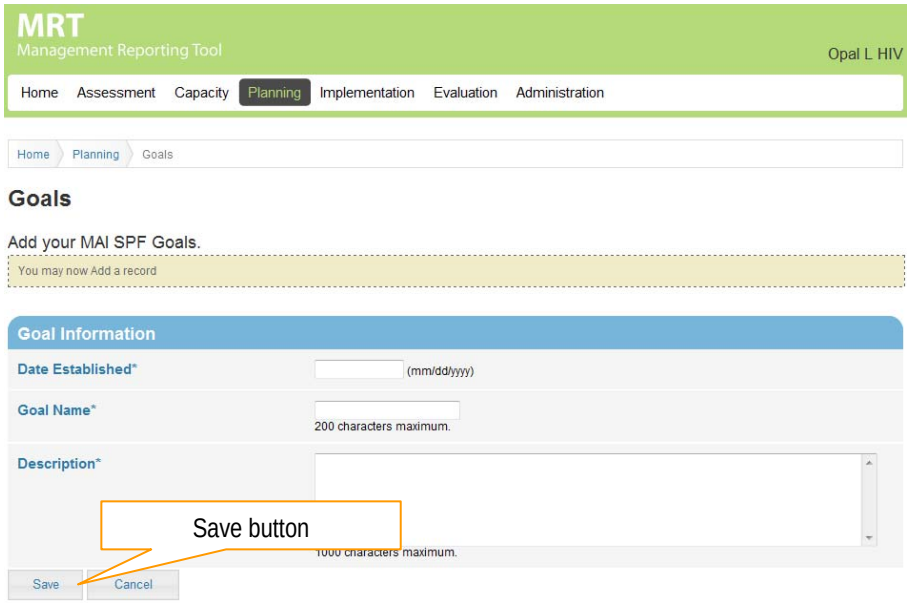
Adding Goals

1. Click **Planning** from the main menu.
2. Click **Goals** from the submenu.
3. Click the Create New Goal (**Create New Goal**) button.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Goals
Goals
A goal is a broad statement of what the project is intended to accomplish. In this section, add your MAI SPF goals. You may add up to two custom goals. There is a field in the 'Objectives' section where you can enter information about your specific objectives within these b
Create New Goal
Create New Goal button
Name
Description
Date Established
Prevent the Onset and Reduce Progression of Substance Abuse, including Underage Drinking
Prevent the Onset and Reduce Progression of Substance Abuse, including Underage Drinking
8/5/2010
Reduce Substance-abuse related problems including the transmission of HIV and Hepatitis
Reduce Substance-abuse related problems including the transmission of HIV and Hepatitis
8/5/2010
Expand capacity to provide substance abuse and/or HIV prevention services
Expand capacity to provide substance abuse and/or HIV prevention services
8/5/2010
HIV Testing
Increase number of older adults tested for HIV.
8/1/2010

(This is a sample screenshot of the Goals Listing Page.)

4. Enter the date this goal was established in the **Date Established*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Enter a name for this goal in the **Goal Name*** text box.
6. Enter details about this goal in the **Description*** text box.
7. Click the Save (**Save**) button.
   ***Note:** Click the Cancel (**Cancel**) button to cancel this entry.

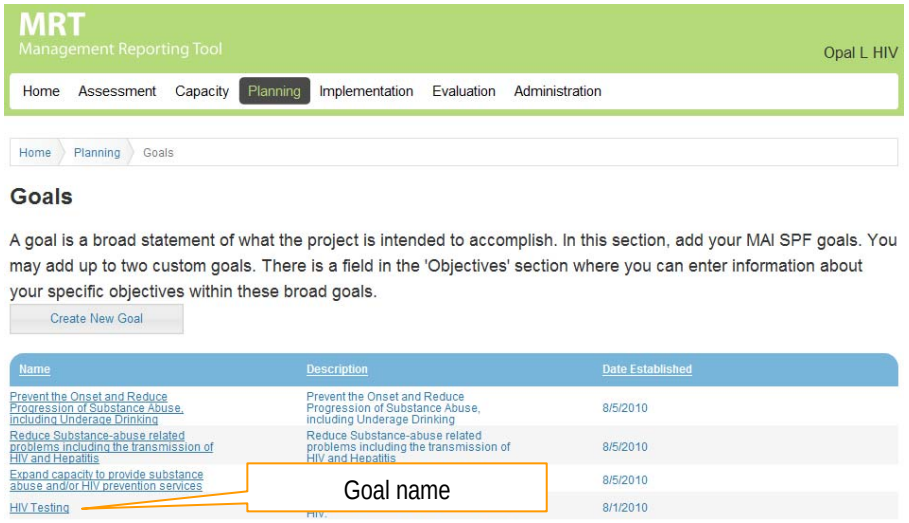


(This is a screenshot of the Goals Edit Form.)

© KIT Solutions® 2012

Editing Goals

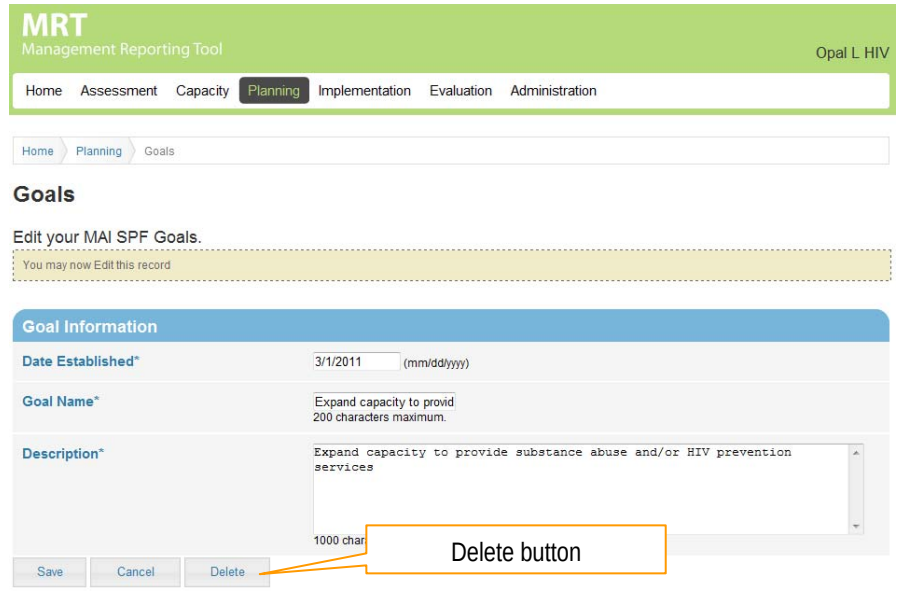
1. Click **Planning** from the main menu.
2. Click **Goals** from the submenu.
3. From the listing page, select the objective you wish to edit by clicking the goal Name. The details will appear in Edit Mode.
   *Note: The 3 predefined goals are not editable.
4. Make any changes needed to the form.
5. Click the Save (Save) button.
   *Note: Click the Cancel (Cancel) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Planning Goals
Goals
A goal is a broad statement of what the project is intended to accomplish. In this section, add your MAI SPF goals. You may add up to two custom goals. There is a field in the 'Objectives' section where you can enter information about your specific objectives within these broad goals.
Create New Goal
Name
Description
Date Established
Prevent the Onset and Reduce Progression of Substance Abuse, including Underage Drinking
Prevent the Onset and Reduce Progression of Substance Abuse, including Underage Drinking
8/5/2010
Reduce Substance-abuse related problems including the transmission of HIV and Hepatitis
Reduce Substance-abuse related problems including the transmission of HIV and Hepatitis
8/5/2010
Expand capacity to provide substance abuse and/or HIV prevention services
8/5/2010
HIV Testing
8/1/2010
Goal name

(This is a sample screenshot of the Goals Listing Page.)

Deleting Goals

1. Click **Planning** from the main menu
2. Click **Goals** from the submenu.
3. From the listing page, select the objective you wish to delete by clicking the goal Name. The details will appear in Edit Mode.
4. Click the Delete (Delete) button.
   *Note: Click the Cancel (Cancel) button to cancel this entry.
5. The record will be removed from the grid.



(This is a sample screenshot of the Goals Edit Form.)

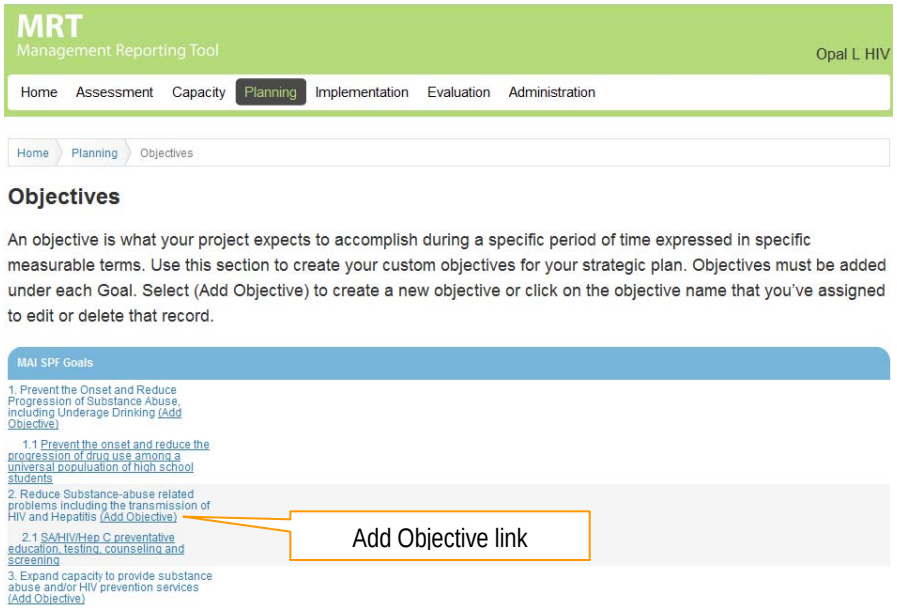
© KIT Solutions® 2012

Objectives

Use this section to create your custom objectives for your strategic plan. Objectives must be added

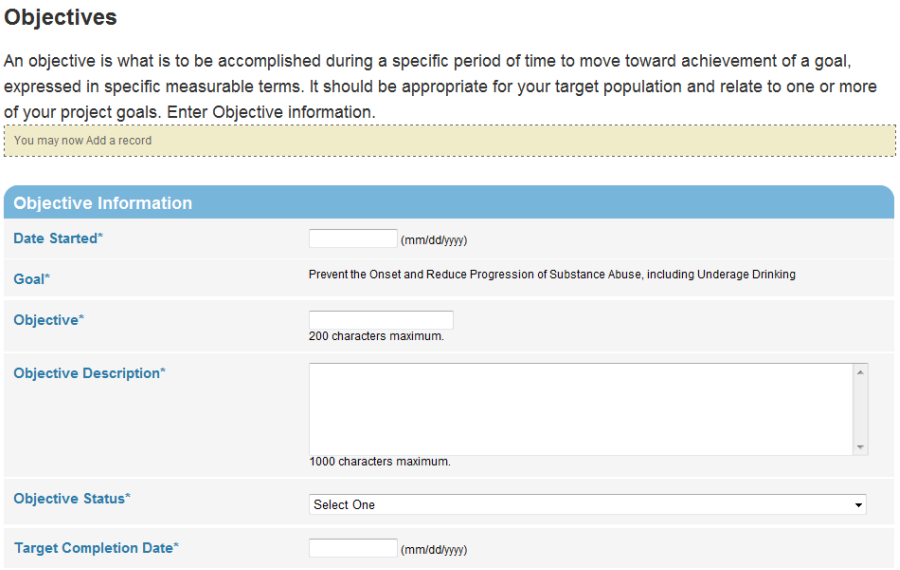
Adding Objectives

1. Click **Planning** from the main menu.
2. Click **Objectives** from the sub menu.
3. Click the (Add Objective) (**Add Objective**) link next to the appropriate goal.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Objectives
Objectives
An objective is what your project expects to accomplish during a specific period of time expressed in specific measurable terms. Use this section to create your custom objectives for your strategic plan. Objectives must be added under each Goal. Select (Add Objective) to create a new objective or click on the objective name that you've assigned to edit or delete that record.
MAI SPF Goals
1. Prevent the Onset and Reduce Progression of Substance Abuse, including Underage Drinking (Add Objective)
1.1 Prevent the onset and reduce the progression of drug use among a universal population of high school students
2. Reduce Substance-abuse related problems including the transmission of HIV and Hepatitis (Add Objective)
2.1 SA/HIV/Hep C preventative education, testing, counseling and screening
3. Expand capacity to provide substance abuse and/or HIV prevention services (Add Objective)
Add Objective link

(This is a sample screenshot of the Objectives Listing Page.)

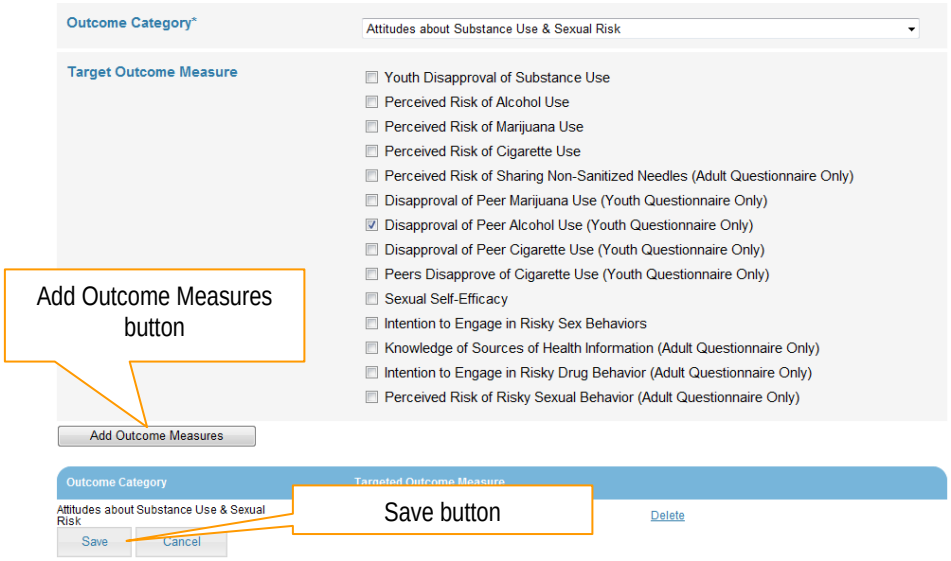
4. Enter the date this objective was started in the **Date Stated*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. The **Goal*** field will be filled in for you based on which goal was selected to add the objective to.
6. Enter a name for this objective in the **Objective*** text box.
7. Enter a description of the objective in the **Objective Description*** text box.
   *Note: This field has a 1000 character limit.
8. Select the status of this objective from the **Objective Status*** dropdown menu.
9. Enter the **Target Completion Date*** for this Objective.


Objectives
An objective is what is to be accomplished during a specific period of time to move toward achievement of a goal, expressed in specific measurable terms. It should be appropriate for your target population and relate to one or more of your project goals. Enter Objective information.
You may now Add a record
Objective Information
Date Started*
(mm/dd/yyyy)
Goal*
Prevent the Onset and Reduce Progression of Substance Abuse, including Underage Drinking
Objective*
200 characters maximum.
Objective Description*
1000 characters maximum.
Objective Status*
Select One
Target Completion Date*
(mm/dd/yyyy)

(This is a sample screenshot of the Objectives Edit Form.)

© KIT Solutions® 2012

10. To select the Target Outcome Measures for this Objective, first select **Outcome Category*** the measure is associated with.
11. The Target Outcome Measures for that Category will be displayed.
    a. If *Other* is selected as the outcome category and *Please Specify* is checked, enter then name of the target outcome measure in the **Please Specify:** text box.
    b. Use the check boxes to select the appropriate **Target Outcome Measure**.
    c. Click the Add Outcome Measures (**Add Outcome Measures**) button. The target outcome measures that were checked will appear in the **Outcome Category/Targeted Outcome Measure** table.
        i. To remove the target outcome measure, click the Delete (**Delete**) link.
12. To add more Target Outcome Measures associated with other Outcome Categories, repeat steps 10-11.
13. Click the Save (**Save**) button.
    ***Note:** Click the Cancel (**Cancel**) button to cancel this entry.


Outcome Category*
Attitudes about Substance Use & Sexual Risk
Target Outcome Measure
Youth Disapproval of Substance Use
Perceived Risk of Alcohol Use
Perceived Risk of Marijuana Use
Perceived Risk of Cigarette Use
Perceived Risk of Sharing Non-Sanitized Needles (Adult Questionnaire Only)
Disapproval of Peer Marijuana Use (Youth Questionnaire Only)
Disapproval of Peer Alcohol Use (Youth Questionnaire Only)
Disapproval of Peer Cigarette Use (Youth Questionnaire Only)
Peers Disapprove of Cigarette Use (Youth Questionnaire Only)
Sexual Self-Efficacy
Intention to Engage in Risky Sex Behaviors
Knowledge of Sources of Health Information (Adult Questionnaire Only)
Intention to Engage in Risky Drug Behavior (Adult Questionnaire Only)
Perceived Risk of Risky Sexual Behavior (Adult Questionnaire Only)
Add Outcome Measures button
Add Outcome Measures
Outcome Category
Attitudes about Substance Use & Sexual Risk
Save button
Delete
Save
Cancel

(This is a sample screenshot of the Objectives Edit Form.)

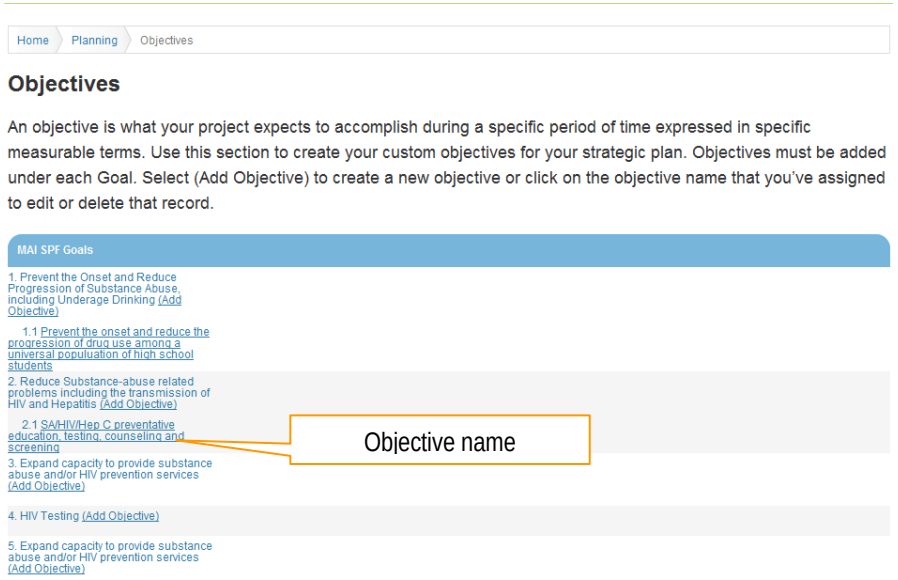
© KIT Solutions® 2012

Editing Objectives

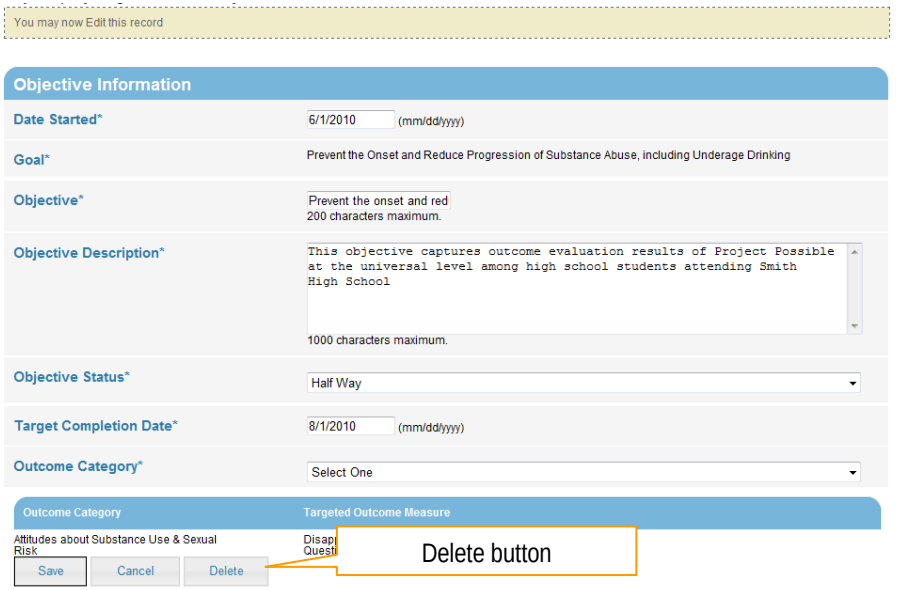
1. Click **Planning** from the main menu
2. Click **Objectives** from the submenu.
3. From the listing page, select the objective you wish to edit by clicking the objective name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

Deleting Objectives

1. Click **Planning** from the main menu
2. Click **Objectives** from the submenu.
3. From the listing page, select the objective you wish to delete by clicking the objective name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


Home
Planning
Objectives
Objectives
An objective is what your project expects to accomplish during a specific period of time expressed in specific measurable terms. Use this section to create your custom objectives for your strategic plan. Objectives must be added under each Goal. Select (Add Objective) to create a new objective or click on the objective name that you've assigned to edit or delete that record.
MAI SPF Goals
1. Prevent the Onset and Reduce Progression of Substance Abuse, including Underage Drinking (Add Objective)
1.1 Prevent the onset and reduce the progression of drug use among a universal population of high school students
2. Reduce Substance-abuse related problems including the transmission of HIV and Hepatitis (Add Objective)
2.1 SA/HIV/Hep C preventative education, testing, counseling and screening
3. Expand capacity to provide substance abuse and/or HIV prevention services (Add Objective)
4. HIV Testing (Add Objective)
5. Expand capacity to provide substance abuse and/or HIV prevention services (Add Objective)
Objective name

(This is a sample screenshot of the Objectives Listing Page.)



(This is a sample screenshot of the Objectives Edit Form.)

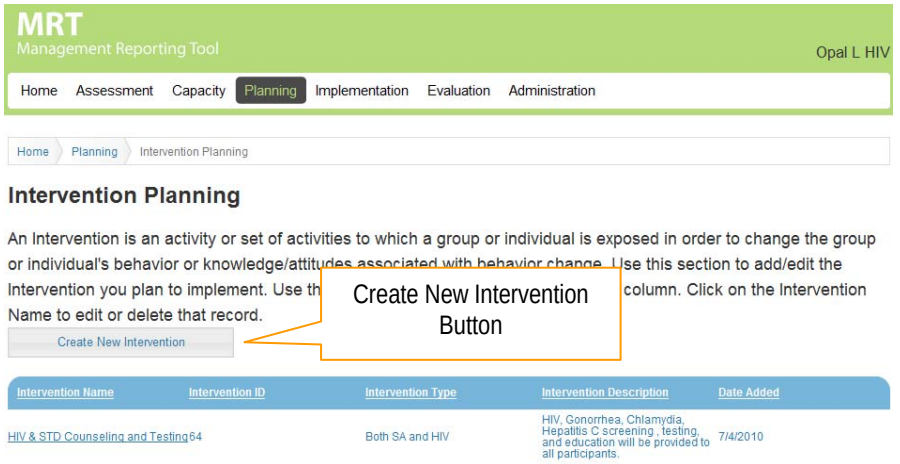
© KIT Solutions® 2012

Intervention Planning

Use this section to add the Interventions you plan to implement.

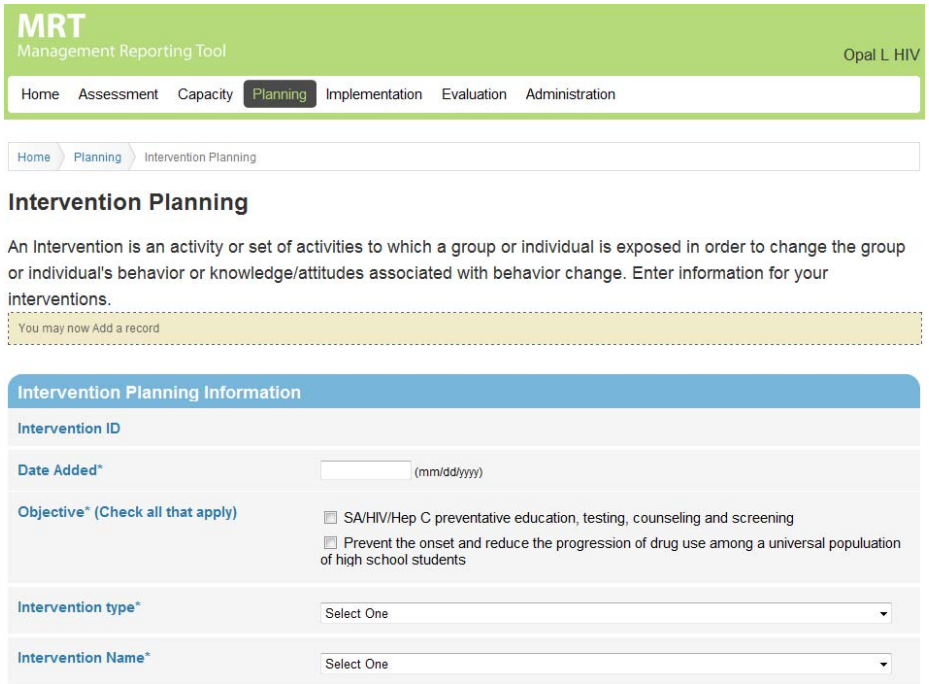
Adding Intervention Planning

1. Click **Planning** from the main menu.
2. Click **Intervention Planning** from the submenu.
3. Click the Create New Intervention (**Create New Intervention**) button.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Intervention Planning
Intervention Planning
An Intervention is an activity or set of activities to which a group or individual is exposed in order to change the group or individual's behavior or knowledge/attitudes associated with behavior change. Use this section to add/edit the Intervention you plan to implement. Use th
column. Click on the Intervention Name to edit or delete that record.
Create New Intervention
Create New Intervention Button
Intervention Name
Intervention ID
Intervention Type
Intervention Description
Date Added
HIV & STD Counseling and Testing
64
Both SA and HIV
HIV, Gonorrhea, Chlamydia, Hepatitis C screening , testing, and education will be provided to all participants.
7/4/2010

(This is a sample screenshot of the Intervention Planning Listing Page.)

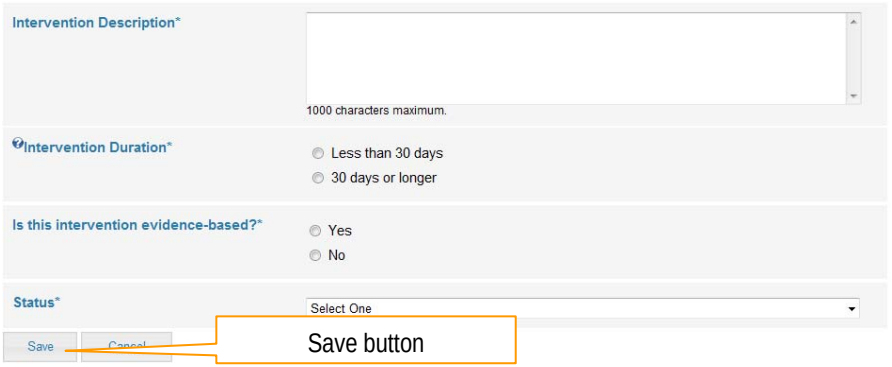
4. Enter the date this intervention was added in the **Date Added*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Use the check boxes to select the **Objectives** associated with the intervention.
6. Select the type of intervention from the **Intervention type*** dropdown menu.
7. Select the name of the intervention from the **Intervention Name*** dropdown menu. The list will populate based on the Intervention type selected.
    a. If *Specify Other* is selected as the Intervention Name, enter the name of the intervention in the **Specify Other*** text box.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Intervention Planning
Intervention Planning
An Intervention is an activity or set of activities to which a group or individual is exposed in order to change the group or individual's behavior or knowledge/attitudes associated with behavior change. Enter information for your interventions.
You may now Add a record
Intervention Planning Information
Intervention ID
Date Added*
(mm/dd/yyyy)
Objective* (Check all that apply)
SA/HIV/Hep C preventative education, testing, counseling and screening
Prevent the onset and reduce the progression of drug use among a universal populuation of high school students
Intervention type*
Select One
Intervention Name*
Select One

(This is a sample screenshot of the Intervention Planning Edit Form.)

© KIT Solutions® 2012

8. Enter details about this intervention in the **Intervention Description*** text box.
9. Use the radio buttons to select the **Intervention Duration*** for the intervention.
10. Answer *Yes* or *No* to **Is this intervention evidence-based?***
    a. If you answer *Yes*, you will need to select the **Evidence-based Justification*** and answer the question **Do you plan to adapt this intervention from the original?***
        i. If you answer *Yes* to whether you plan to adapt the intervention, you will need to enter the **Description of Adaptation***.
11. Select the status of the intervention using the **Status*** radio buttons.
    a. *Active*: currently in plans to be implemented.
    b. *Inactive*: no longer in plans to be implemented.
12. Click the Save (**Save**) button.
    ***Note:** Click the Cancel (**Cancel**) button to cancel this entry.

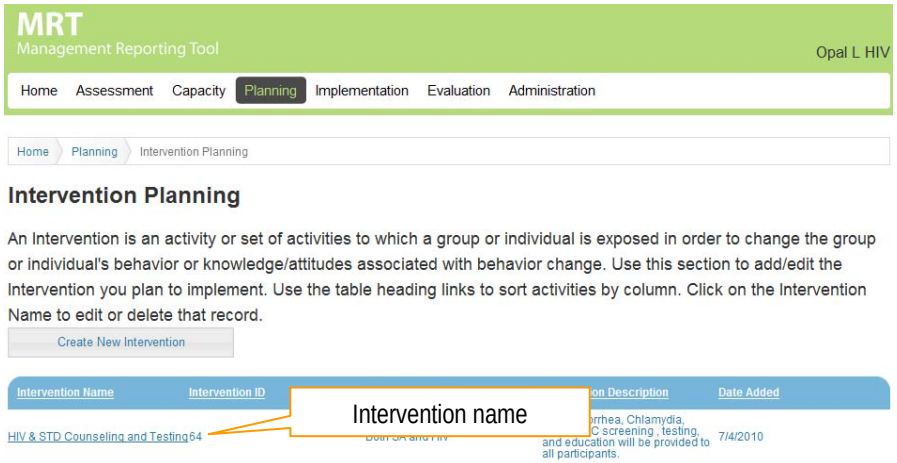


(This is a screenshot of the Intervention Planning Edit Form.)

 © KIT Solutions® 2012

Editing Intervention Planning

1. Click **Planning** from the main menu
2. Click **Intervention Planning** from the submenu.
3. From the listing page, select the intervention you wish to edit by clicking the Intervention Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Intervention Planning
Intervention Planning
An Intervention is an activity or set of activities to which a group or individual is exposed in order to change the group or individual's behavior or knowledge/attitudes associated with behavior change. Use this section to add/edit the Intervention you plan to implement. Use the table heading links to sort activities by column. Click on the Intervention Name to edit or delete that record.
Create New Intervention
Intervention Name
Intervention ID
Date Added
HIV & STD Counseling and Testing
64
7/4/2010
Intervention name

(This is a sample screenshot of the Intervention Planning Listing Page.)

Deleting Intervention Planning

1. Click **Planning** from the main menu
2. Click **Intervention Planning** from the submenu.
3. From the listing page, select the intervention you wish to delete by clicking the Intervention Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.

Intervention Duration*
Less than 30 days
30 days or longer
Is this intervention evidence-based?*
Yes
No
Evidence-based Justification*
Inclusion in a Federal List or Registry of evidence-based interventions
Being reported (with positive effects) in a peer-reviewed journal
Documentation of effectiveness based on all three of the following criteria: 1) based on solid theory validated by research; 2) supported by a body of knowledge generated from similar interventions; 3) consensus among informed experts of effectiveness based on theory, research, practice and experience
Do you plan to adapt this intervention from the original?*
Yes
No
Status*
Active
Save
Cancel
Delete
Delete Button

(This is a sample screenshot of the Intervention Planning Edit Form.)

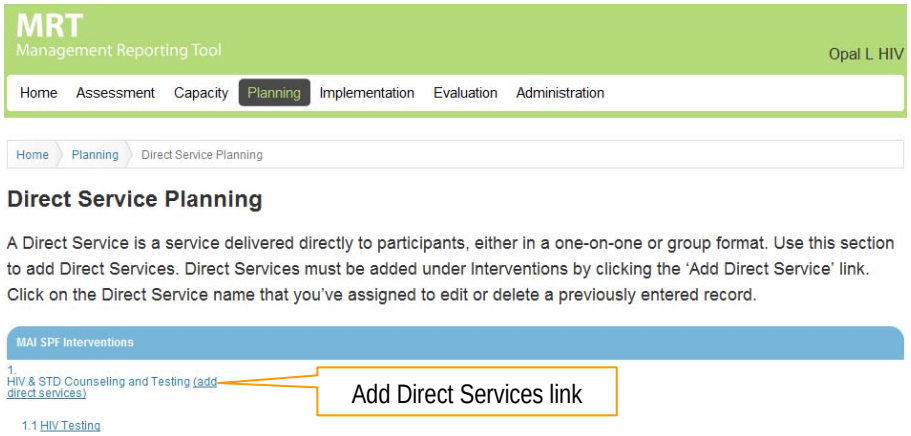
© KIT Solutions® 2012

Direct Service Planning

Use this section to add planned Direct Services.

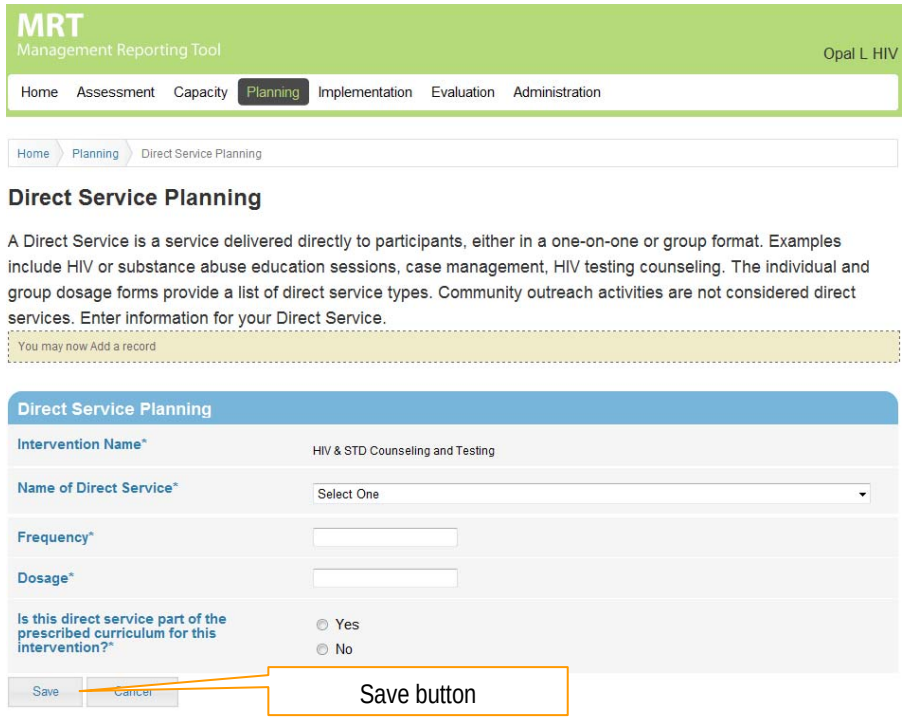
Adding Direct Service Planning

1. Click **Planning** from the main menu.
2. Click **Direct Service Planning** from the submenu.
3. Click the (add direct services) (**Add Direct Services**) link next to the appropriate intervention.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Direct Service Planning
Direct Service Planning
A Direct Service is a service delivered directly to participants, either in a one-on-one or group format. Use this section to add Direct Services. Direct Services must be added under Interventions by clicking the 'Add Direct Service' link. Click on the Direct Service name that you've assigned to edit or delete a previously entered record.
MAI SPF Interventions
1.
HIV & STD Counseling and Testing (add direct services)
1.1 HIV Testing
Add Direct Services link

(This is a sample screenshot of the Direct Service Planning Listing Page.)

4. The **Intervention Name*** field displays the Planned Intervention you are attaching this Direct Service to. This field cannot be edited.
5. Select a name for the service from the **Name of Direct Service*** dropdown menu.
    a. If *Other Specify – Other Services* is selected, enter the direct service name in the **Specify Other*** text box.
6. Enter the number of sessions planned for this service per participant or group of participants in the **Frequency*** text box.
7. Enter the total number of minutes planned for all sessions for this service in the **Dosage*** text box.
8. Answer *Yes* or *No* to **Is this direct service part of the prescribed curriculum for this intervention?***
9. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

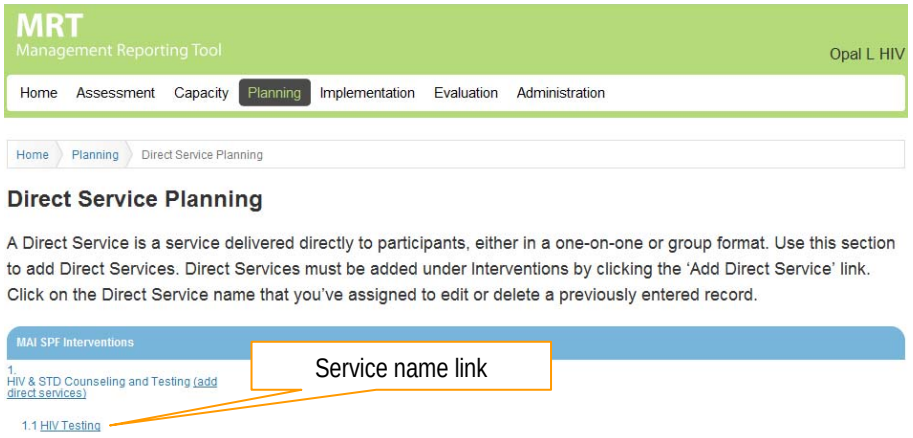

MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Direct Service Planning
Direct Service Planning
A Direct Service is a service delivered directly to participants, either in a one-on-one or group format. Examples include HIV or substance abuse education sessions, case management, HIV testing counseling. The individual and group dosage forms provide a list of direct service types. Community outreach activities are not considered direct services. Enter information for your Direct Service.
You may now Add a record
Direct Service Planning
Intervention Name*
HIV & STD Counseling and Testing
Name of Direct Service*
Select One
Frequency*
Dosage*
Is this direct service part of the prescribed curriculum for this intervention?*
Yes
No
Save
Cancel
Save button

(This is a screenshot of the Direct Service Planning Edit Form.)

© KIT Solutions® 2012

Editing Direct Service Planning

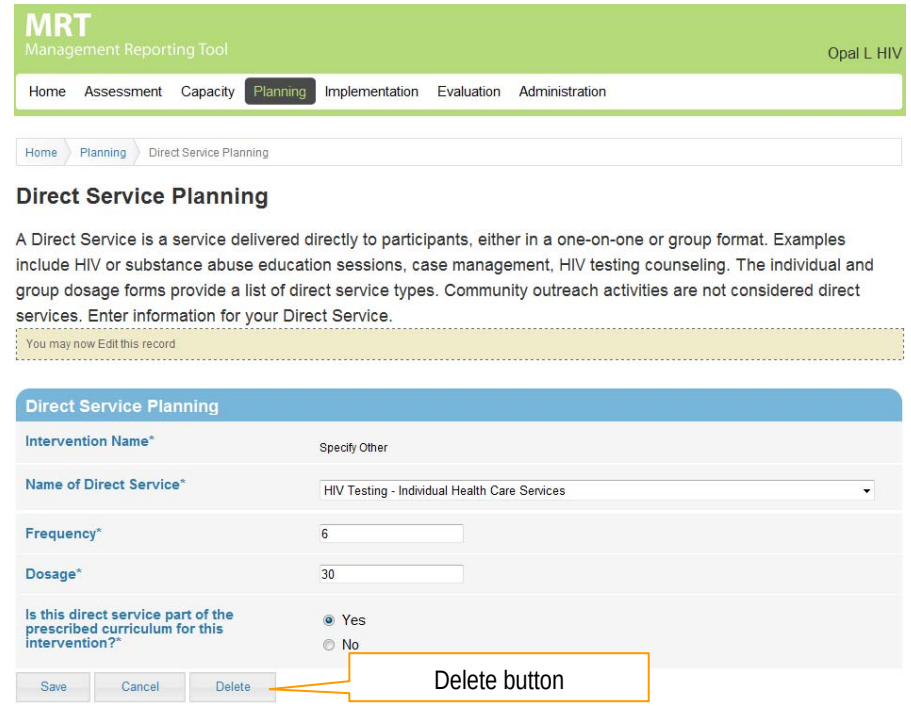
1. Click **Planning** from the main menu
2. Click **Direct Services Planning** from the submenu.
3. From the listing page, select the service you wish to edit by clicking the service name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Planning Direct Service Planning
Direct Service Planning
A Direct Service is a service delivered directly to participants, either in a one-on-one or group format. Use this section to add Direct Services. Direct Services must be added under Interventions by clicking the 'Add Direct Service' link. Click on the Direct Service name that you've assigned to edit or delete a previously entered record.
MAI SPF Interventions
1.
HIV & STD Counseling and Testing (add direct services)
1.1 HIV Testing
Service name link

(This is a sample screenshot of the Direct Service Planning Listing Page.)

Deleting Direct Service Planning

1. Click **Planning** from the main menu.
2. Click **Direct Services Planning** from the submenu.
3. From the listing page, select the service you wish to delete by clicking the service name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


MRT
Management Reporting Tool
Opal L HIV
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Planning Direct Service Planning
Direct Service Planning
A Direct Service is a service delivered directly to participants, either in a one-on-one or group format. Examples include HIV or substance abuse education sessions, case management, HIV testing counseling. The individual and group dosage forms provide a list of direct service types. Community outreach activities are not considered direct services. Enter information for your Direct Service.
You may now Edit this record
Direct Service Planning
Intervention Name*
Specify Other
Name of Direct Service*
HIV Testing - Individual Health Care Services
Frequency*
6
Dosage*
30
Is this direct service part of the prescribed curriculum for this intervention?*
Yes
No
Save
Cancel
Delete
Delete button

(This is a sample screenshot of the Direct Service Planning Edit Form.)

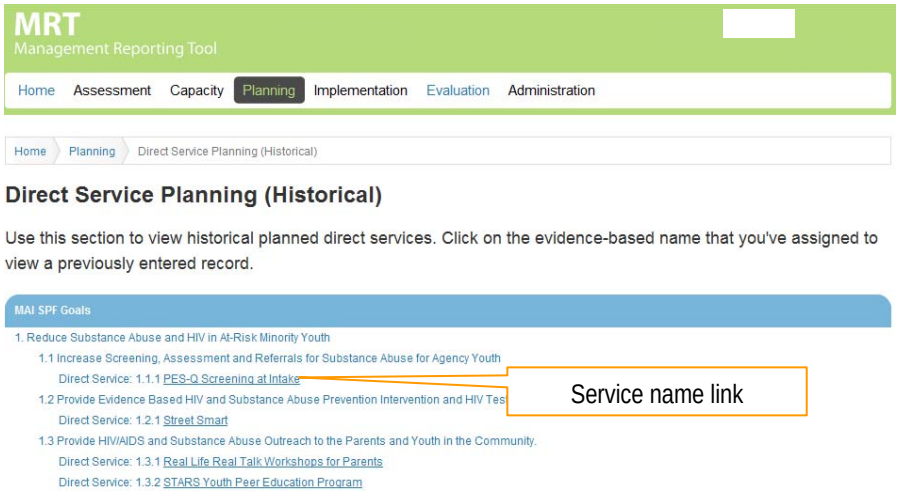
© KIT Solutions® 2012

Direct Service Planning (Historical)

Use this section to view your historical planned direct services.
*Note: This section is available only for cohort 7 grants.

Viewing Historical Direct Service Planning

1. Click **Planning** from the main menu.
2. Click **Direct Service Planning (Historical)** from the submenu.
3. From the listing page, select the direct service you wish to view by clicking the service name.


MRT
Management Reporting Tool
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Direct Service Planning (Historical)
Direct Service Planning (Historical)
Use this section to view historical planned direct services. Click on the evidence-based name that you've assigned to view a previously entered record.
MAI SPF Goals
1. Reduce Substance Abuse and HIV in At-Risk Minority Youth
1.1 Increase Screening, Assessment and Referrals for Substance Abuse for Agency Youth
Direct Service: 1.1.1 PES-Q Screening at Intake
1.2 Provide Evidence Based HIV and Substance Abuse Prevention Intervention and HIV Tes
Direct Service: 1.2.1 Street Smart
1.3 Provide HIV/AIDS and Substance Abuse Outreach to the Parents and Youth in the Community.
Direct Service: 1.3.1 Real Life Real Talk Workshops for Parents
Direct Service: 1.3.2 STARS Youth Peer Education Program
Service name link

(This is a sample screenshot of the Direct Service Planning (Historical) Listing Page.)

4. The details of the Planned Direct Service will appear.
   *Note: Changes cannot be made to Historical Direct Planned Services.
5. To return to the list of Historical Planned Direct Services, click the Cancel (**Cancel**) button at the bottom of the page.

Direct Service Planning (Historical)
View information for your historical planned direct services.
You may now Edit this record
Direct Service Information
Date Added*
10/1/2009 (mm/dd/yyyy)
Goal*
Reduce Substance Abuse and HIV in At-Risk Minority Youth
Objective*
Increase Screening, Assessment and Referrals for Substance Abuse for Agency Youth
Evidence-based Name*
PES-Q Screening at Intake
Evidence-based Description*
The PES-Q (Personal Experience Screening Questionaire) is a validated screening tool that will be used to assess youth for problematic substance use. It is designed to be used with youth ages 12-18, and identifies youth who need referral for a complete chemical dependency evaluation. The PES-Q contains 40 yes-no multiple choice Likert items organized in 3 subscales (Problem Severity, Psychosocial Items, and Drug Use History). Both reliability and validity studies have been used to measure the effectiveness of the tool.
IOM Category*
Selected
Frequency*
At intake and as needed
Dosage*
N/A

(This is a sample screenshot of the Direct Service Planning Historical Form.)

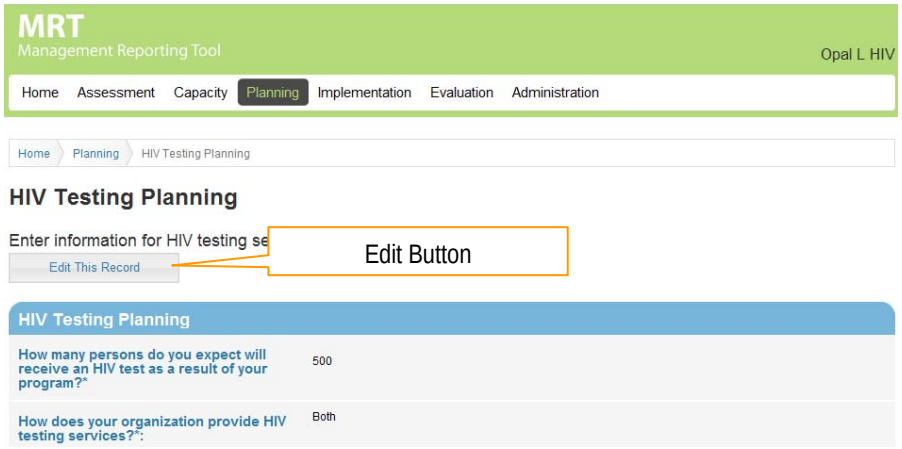
© KIT Solutions® 2012

HIV Testing Planning

Use this section to enter information for HIV testing services you are planning.

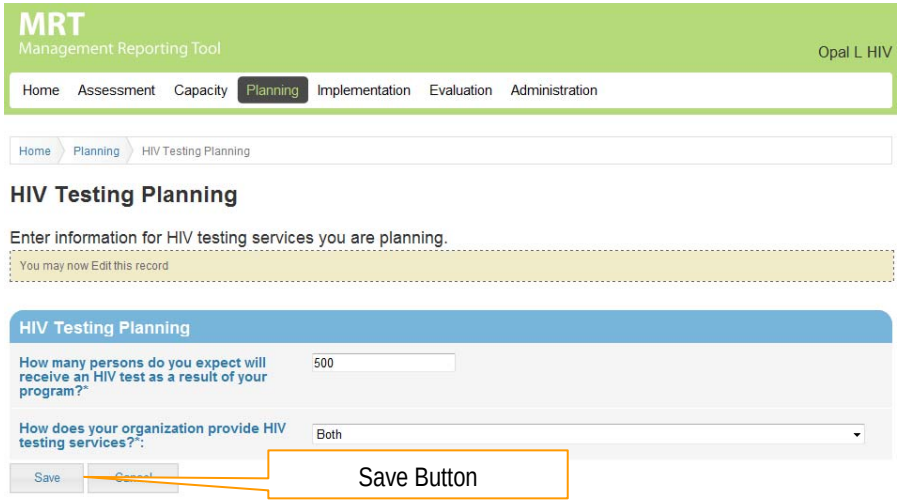
Updating Planned HIV Testing

1. Click **Planning** from the menu.
2. Click **HIV Testing Planning** from the submenu.
3. Click the Edit This Record (**Edit This Record**) button.



(This is a sample screenshot of the HIV Testing Planning Listing Page.)

4. Answer the question **How many persons do you expect will receive an HIV test as a result of your program?***
5. Answer the question **How does your organization provide HIV testing services?*** from the drop down menu.
6. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a sample screenshot of the HIV Testing Planning Edit Form.)

© KIT Solutions® 2012

Indirect Service Planning

Use this section to add/edit your planned Environmental Strategy or Information Dissemination Activity.

Adding Indirect Service Planning

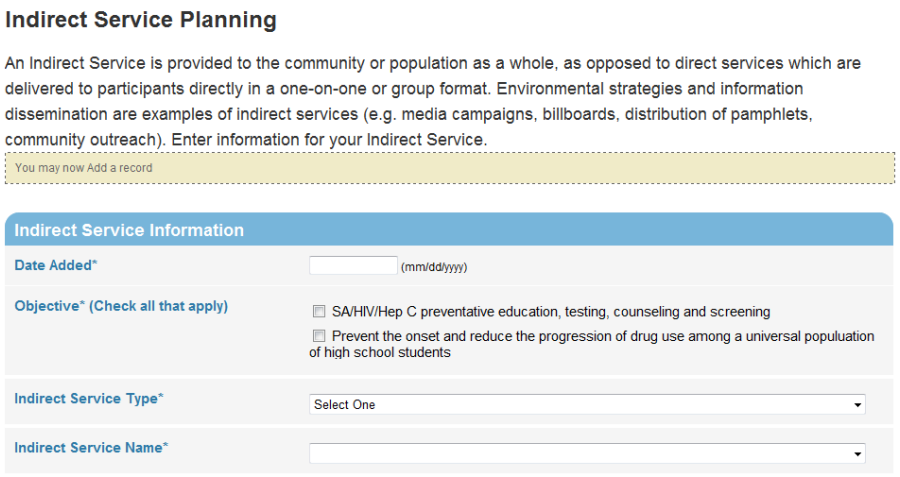
1. Click **Planning** from the menu.
2. Click **Indirect Service Planning** from the submenu.
3. Click

(**Create New Indirect Service**) button.

MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Indirect Service Planning
Indirect Service Planning
An Indirect Service is provided to the community or population as a whole, as opposed to direct services which are delivered to participants directly in a one-on-one or group format. Use this section to add/edit your planned Environmental Strategy or Information Dissemination Activity. Use the table heading links to sort activities by column. Click on the Indirect Service name to edit or delete t
Create New Indirect Service
Create New Indirect Service Button
Indirect Service Name
Indirect Service Type
Added
Improving Access to Substance Use or HIV Prevention Services
Environmental Strategy
Through this indirect service, we plan to improve access to substance abuse.
7/14/2010

(This is a sample screenshot of the Indirect Service Planning Listing Page.)

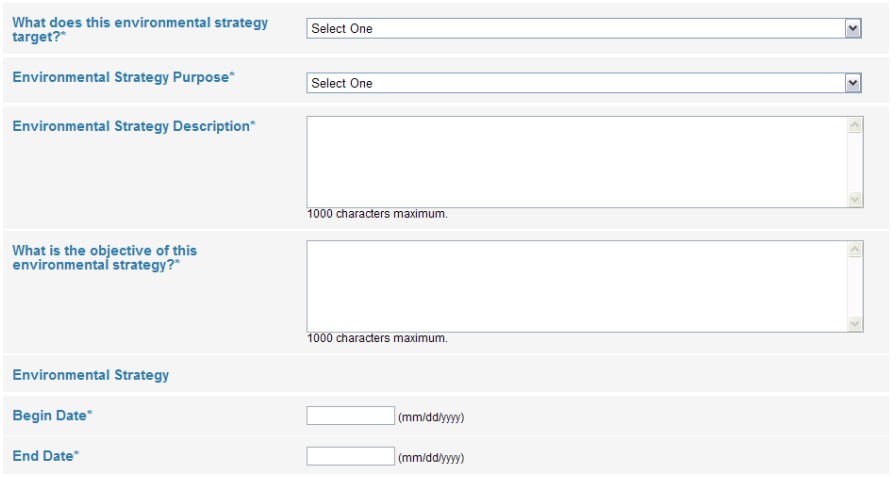
4. Enter the date this intervention was added in the **Date Added*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Use the check boxes to select the **Objectives** associated with the indirect serivce.
6. Select the type of indirect service from the **Indirect Service Type*** dropdown menu.
7. Select the name of the indirect service from the **Indirect Service Name*** dropdown menu. The list will populate based on the Indirect Service Type selected.
    a. If *Other (specify)* is selected, enter the indirect service name in the **Specify Other*** text box.


Indirect Service Planning
An Indirect Service is provided to the community or population as a whole, as opposed to direct services which are delivered to participants directly in a one-on-one or group format. Environmental strategies and information dissemination are examples of indirect services (e.g. media campaigns, billboards, distribution of pamphlets, community outreach). Enter information for your Indirect Service.
You may now Add a record
Indirect Service Information
Date Added*
(mm/dd/yyyy)
Objective* (Check all that apply)
SA/HIV/Hep C preventative education, testing, counseling and screening
Prevent the onset and reduce the progression of drug use among a universal popuulation of high school students
Indirect Service Type*
Select One
Indirect Service Name*

(This is a sample screenshot of the Indirect Service Planning Edit Form.)

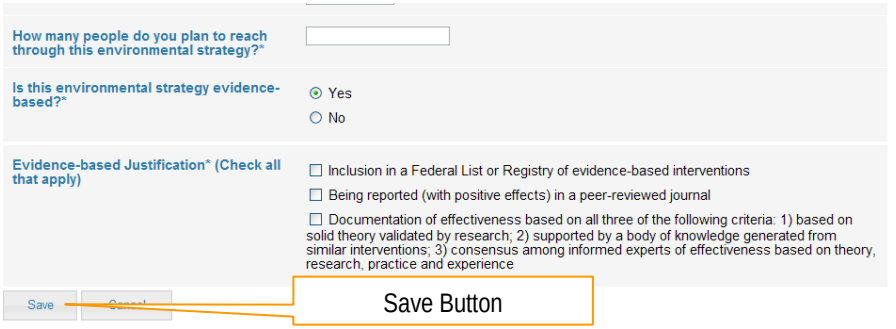
© KIT Solutions® 2012

8. If *Environmental Strategy* is selected from the **Indirect Service Type** field, new fields will appear:
    a. Select what the environmental strategy targets from the **What does this environmental strategy target?** dropdown menu.
    b. Select the purpose of the environmental strategy from the **Environmental Strategy Purpose** dropdown menu.
    c. Answer the question: **What is the objective of this environmental strategy?***
    d. Enter the date the environmental strategy will begin in the **Begin Date** text box as mm/dd/yyyy or use the Calendar feature to select the date.
    e. Enter the date the environmental strategy is scheduled to be completed in the **End Date** text box as mm/dd/yyyy or use the Calendar feature to select the date.
9. Enter details about the indirect service in the **Indirect Service/Environmental Strategy Description*** text box.



(This is a sample screenshot of the Indirect Service Planning Edit Form.)

10. Answer the question **How many people do you plan to reach through this indirect service/environmental strategy?***
11. Answer *Yes* or *No* to **Is this service/environmental strategy evidence-based?***
    a. If you answer *Yes*, you will need to select the **Evidence-based Justification***.
12. Click the Save (Save) button.
    *Note: Click the Cancel (Cancel) button to cancel this entry.

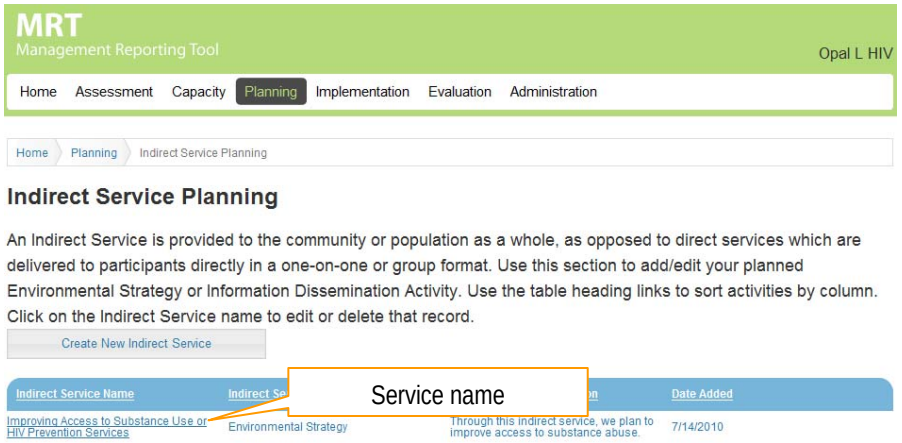

How many people do you plan to reach through this environmental strategy?*
Is this environmental strategy evidence-based?*
Yes
No
Evidence-based Justification* (Check all that apply)
Inclusion in a Federal List or Registry of evidence-based interventions
Being reported (with positive effects) in a peer-reviewed journal
Documentation of effectiveness based on all three of the following criteria: 1) based on solid theory validated by research; 2) supported by a body of knowledge generated from similar interventions; 3) consensus among informed experts of effectiveness based on theory, research, practice and experience
Save
Cancel
Save Button

(This is a sample screenshot of the Indirect Service Planning Edit Form.)

© KIT Solutions® 2012

Editing Indirect Service Planning

1. Click **Planning** from the main menu
2. Click **Indirect Service Planning** from the submenu.
3. From the listing page, select the service you wish to edit by clicking the Indirect Service Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Indirect Service Planning
Indirect Service Planning
An Indirect Service is provided to the community or population as a whole, as opposed to direct services which are delivered to participants directly in a one-on-one or group format. Use this section to add/edit your planned Environmental Strategy or Information Dissemination Activity. Use the table heading links to sort activities by column. Click on the Indirect Service name to edit or delete that record.
Create New Indirect Service
Indirect Service Name
Date Added
Improving Access to Substance Use or HIV Prevention Services
Environmental Strategy
Through this indirect service, we plan to improve access to substance abuse.
7/14/2010
Service name

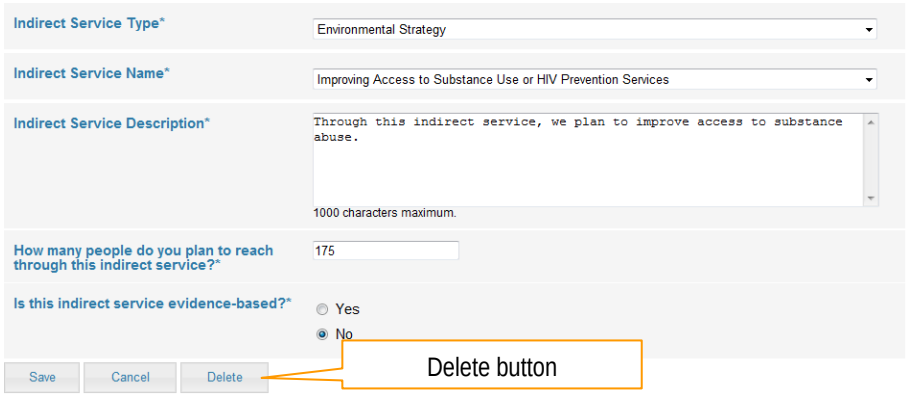
(This is a sample screenshot of the Indirect Service Planning Listing Page.)

Tips

- New fields have been added to the Indirect Service Planning form regarding Environmental Strategies. You will need to edit your existing entries to add the appropriate information into the new fields.

Deleting Indirect Service Planning

1. Click **Planning** from the main menu.
2. Click **Indirect Service Planning** from the submenu.
3. From the listing page, select the intervention you wish to delete by clicking the Indirect Service Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



(This is a sample screenshot of the Indirect Service Planning Edit Form.)

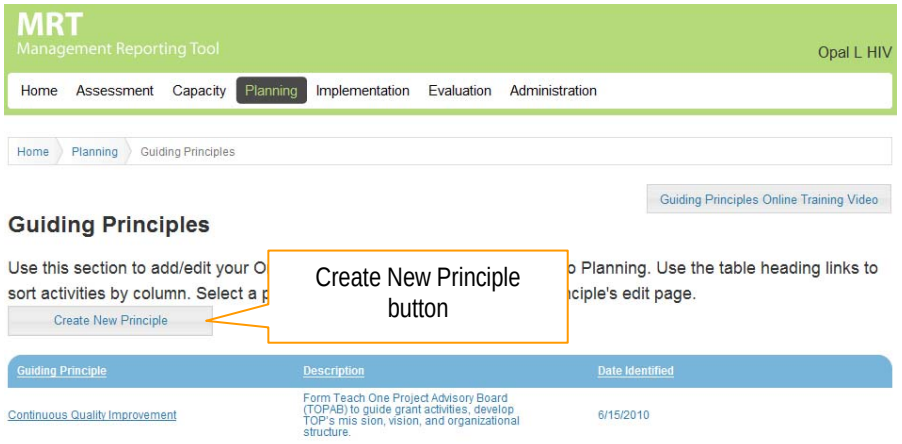
© KIT Solutions® 2012

Guiding Principles

Use this section to add/edit your Organization's Guiding Principles related to Planning.

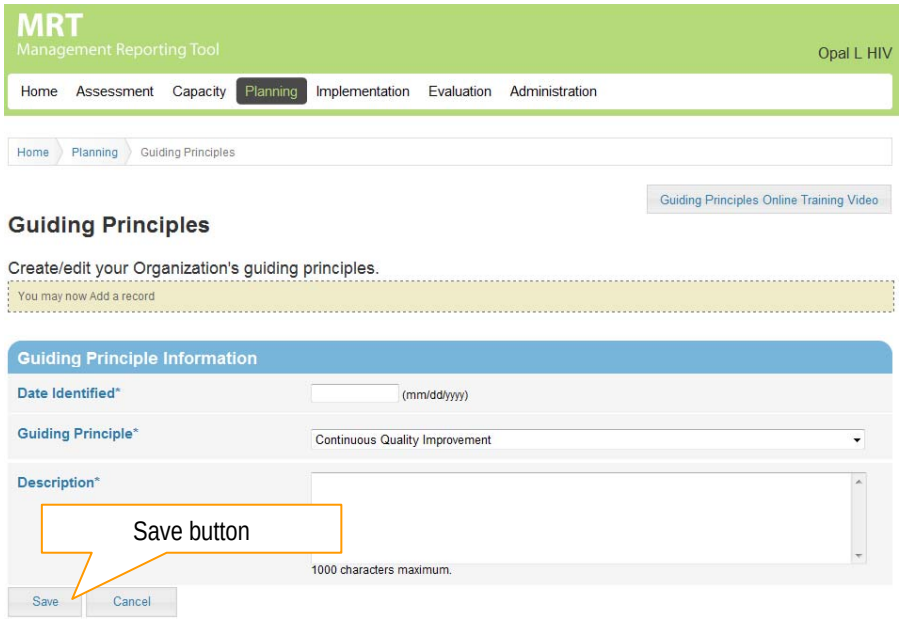
Adding Guiding Principles

1. Click **Planning** from the main menu.
2. Click **Guiding Principles** from the submenu.
3. Click the Create New Principle (**Create New Principle**) button.



(This is a sample screenshot of the Guiding Principles Listing Page.)

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Select name for the guiding principle from the **Guiding Principle*** dropdown menu.
6. Enter details about this guiding principle in the **Description*** text box.
7. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

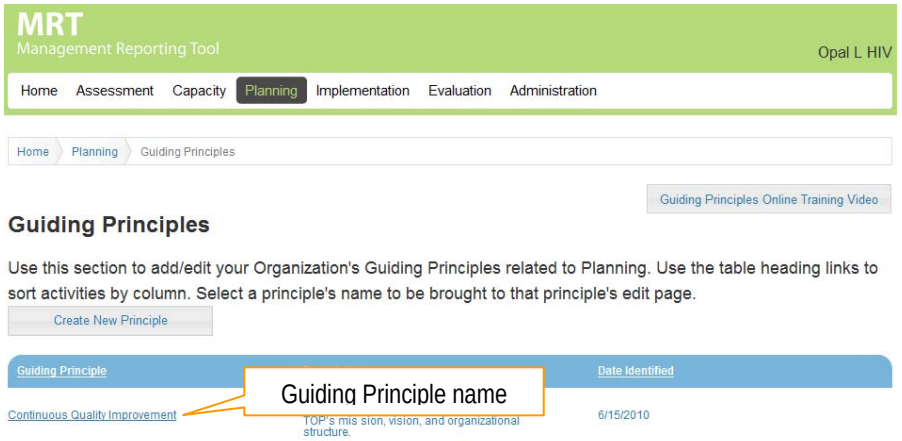


(This is a screenshot of the Guiding Principles Edit Form.)

© KIT Solutions® 2012

Editing Guiding Principles

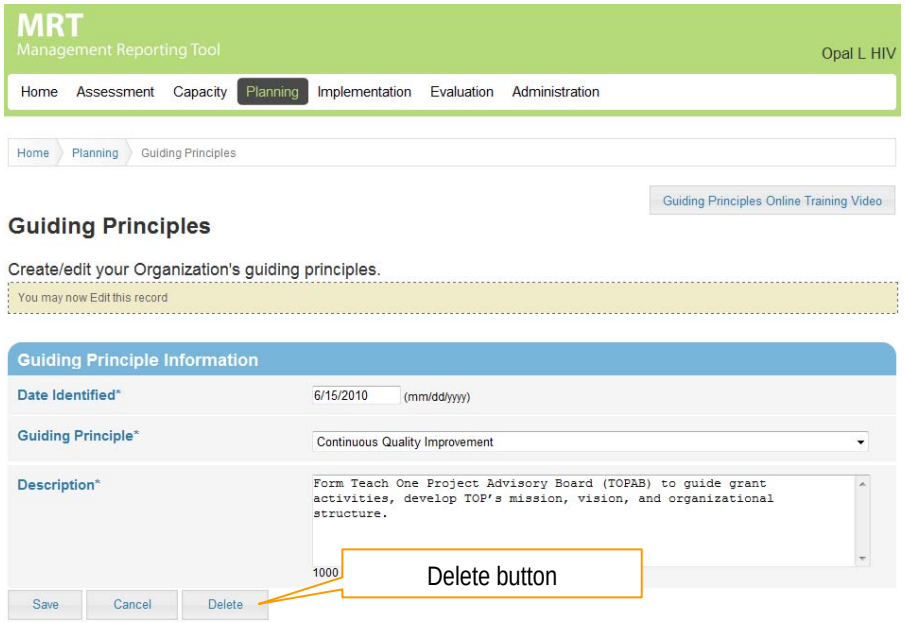
1. Click **Planning** from the main menu.
2. Click **Guiding Principles** from the submenu.
3. From the listing page, select the guiding principle you wish to edit by clicking the Guiding Principle name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a sample screenshot of the Guiding Principles Listing Page.)

Deleting Guiding Principles

1. Click **Planning** from the main menu.
2. Click **Guiding Principles** from the submenu.
3. From the listing page, select the guiding principle you wish to delete by clicking the Guiding Principle name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



(This is a sample screenshot of the Guiding Principles Edit Form.)

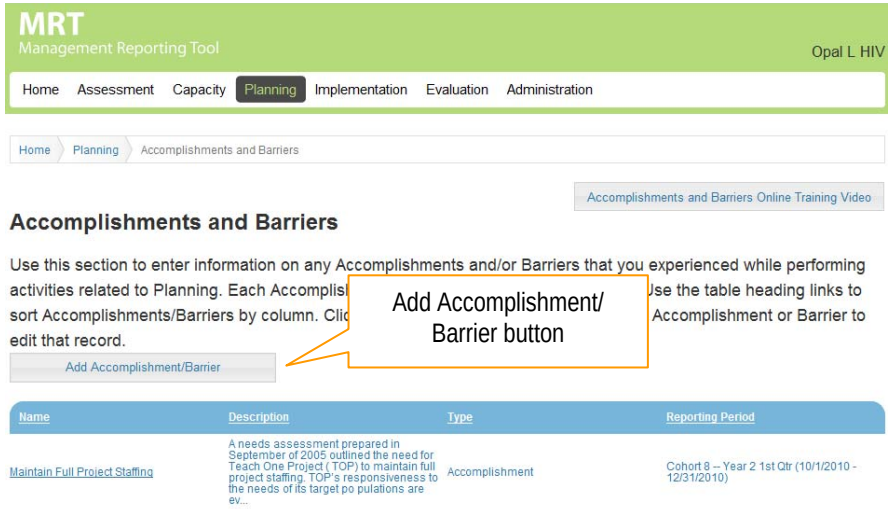
© KIT Solutions® 2012

Accomplishments and Barriers

Use this section to enter information on any Accomplishments and/or Challenges/Barriers that you experienced while performing activities related to Planning.

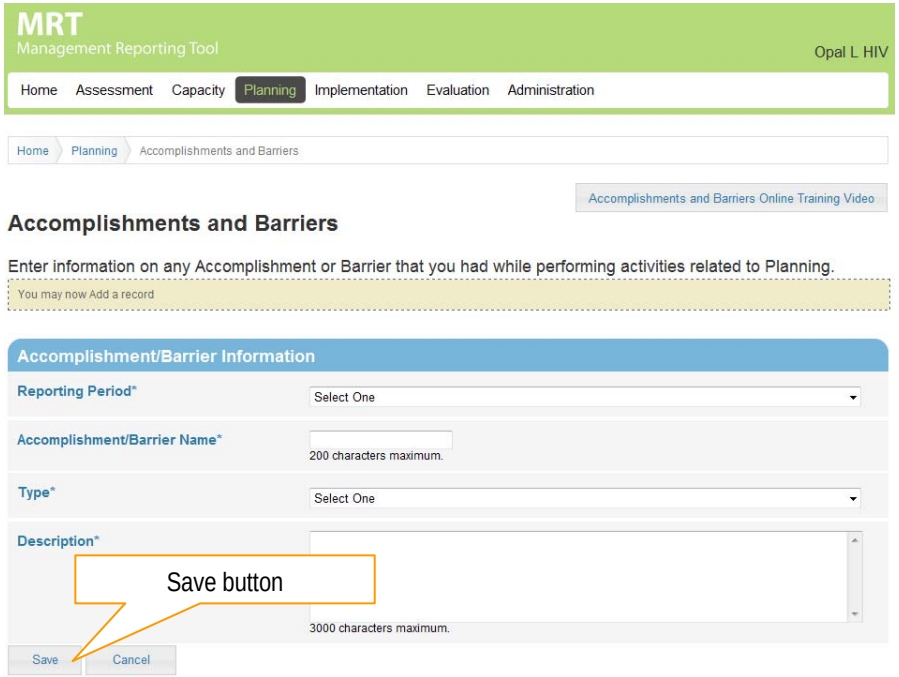
Adding an Accomplishment or Barrier

1. Click **Planning** from the main menu.
2. Click **Accomplishments and Barriers** from the submenu.
3. Click the Add Accomplishment/Barrier (**Add Accomplishment/Barrier**) button.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Planning. Each Accomplis
Use the table heading links to sort Accomplishments/Barriers by column. Clic
Accomplishment or Barrier to edit that record.
Add Accomplishment/Barrier
Add Accomplishment/ Barrier button
Name
Description
Type
Reporting Period
Maintain Full Project Staffing
A needs assessment prepared in September of 2005 outlined the need for Teach One Project (TOP) to maintain full project staffing. TOP's responsiveness to the needs of its target po pulations are ev...
Accomplishment
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)

(This is a sample screenshot of the Accomplishments and Barriers Listing Page.)

4. Select the reporting period when this accomplishment or barrier occurred from the **Reporting Period*** dropdown menu.
5. Enter a name for the accomplishment or barrier in the **Accomplishment/Barrier Name*** text box.
6. Select *Accomplishment* or *Challenge/Barrier* from the **Type*** dropdown menu.
7. Enter details about this accomplishment or barrier in the **Description*** text box
8. Click the Save (**Save**) button.
   ***Note:** Click the Cancel (**Cancel**) button to cancel this entry.

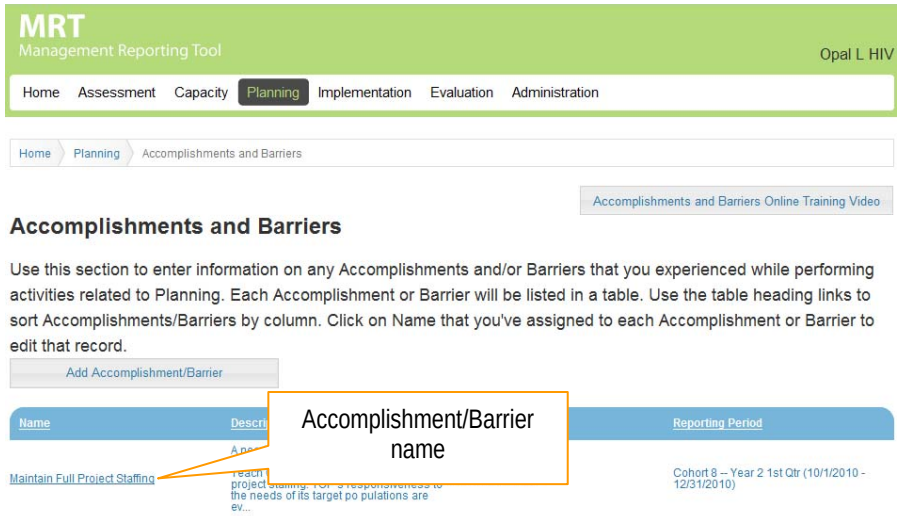


(This is a screenshot of the Accomplishments and Barriers Edit Form.)

© KIT Solutions® 2012

Editing Accomplishments and Barriers

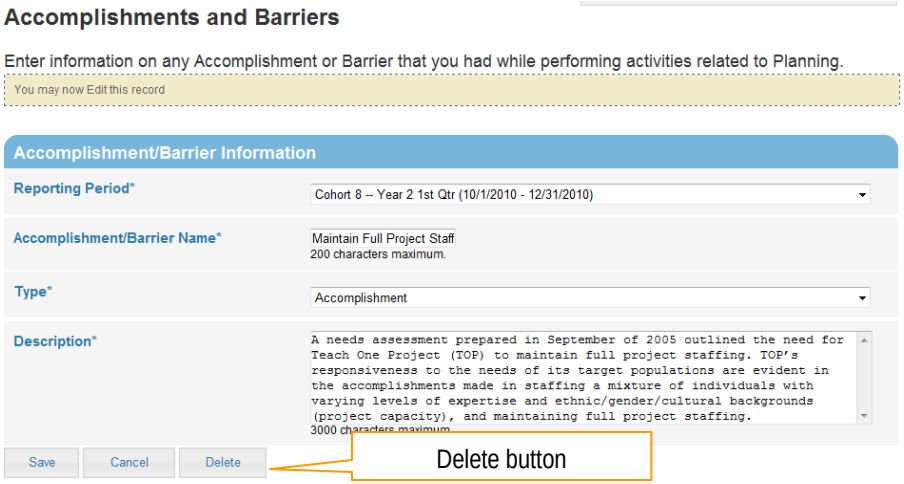
1. Click **Planning** from the main menu
2. Click **Accomplishments and Barriers** from the submenu.
3. From the listing page, select the accomplishment or barrier you wish to edit by clicking the accomplishment/barrier Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (Save) button.
   *Note: Click the Cancel (Cancel) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Planning. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort Accomplishments/Barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit that record.
Add Accomplishment/Barrier
Name
Reporting Period
Maintain Full Project Staffing
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)
Accomplishment/Barrier name

(This is a sample screenshot of the Accomplishments and Barriers Listing Page.)

Deleting Accomplishments and Barriers

1. Click **Planning** from the main menu
2. Click **Accomplishments and Barriers** from the submenu.
3. From the listing page, select the accomplishment or barrier you wish to delete by clicking the accomplishment/barrier Name. The details will appear in Edit Mode.
4. Click the Delete (Delete) button.
   *Note: Click the Cancel (Cancel) button to cancel this entry.
5. The record will be removed from the grid.


Accomplishments and Barriers
Enter information on any Accomplishment or Barrier that you had while performing activities related to Planning.
You may now Edit this record
Accomplishment/Barrier Information
Reporting Period*
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)
Accomplishment/Barrier Name*
Maintain Full Project Staff
200 characters maximum.
Type*
Accomplishment
Description*
A needs assessment prepared in September of 2005 outlined the need for Teach One Project (TOP) to maintain full project staffing. TOP's responsiveness to the needs of its target populations are evident in the accomplishments made in staffing a mixture of individuals with varying levels of expertise and ethnic/gender/cultural backgrounds (project capacity), and maintaining full project staffing.
3000 characters maximum
Save
Cancel
Delete
Delete button

(This is a sample screenshot of the Accomplishments and Barriers Edit Form.)

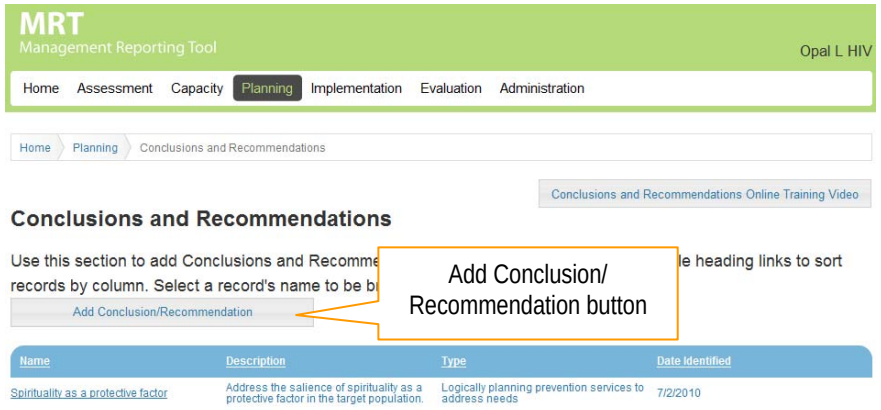
© KIT Solutions® 2012

Conclusions and Recommendations

Use this section to add Conclusions and Recommendations related to Planning.

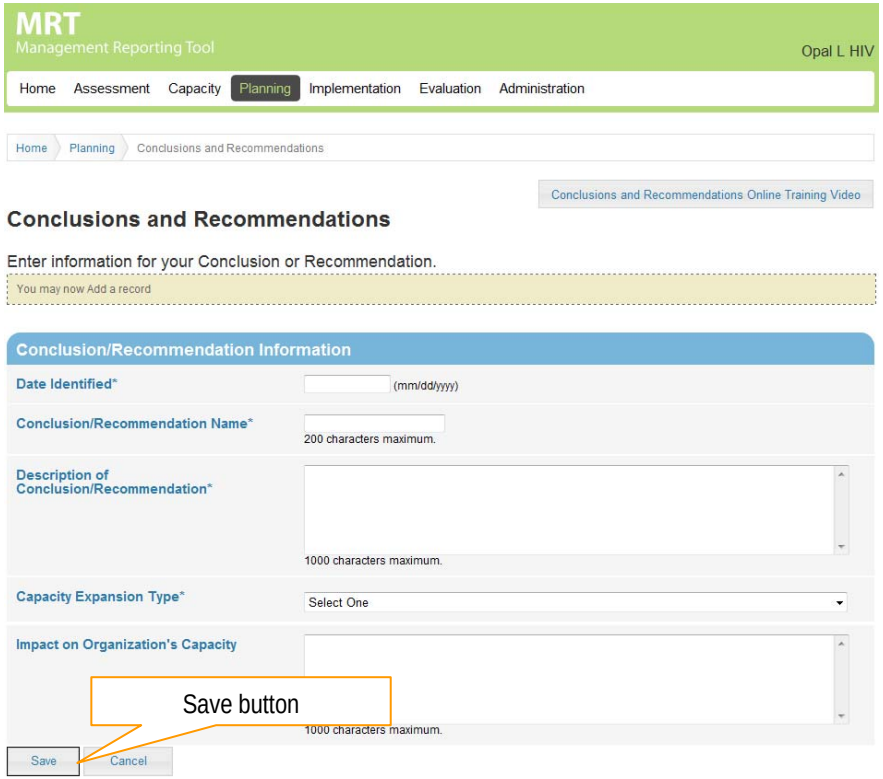
Adding Conclusions and Recommendations

1. Click **Planning** from the main menu.
2. Click **Conclusions and Recommendations** from the submenu.
3. Click Add Conclusion/Recommendation the (**Add Conclusions/Recommendations**) button.


MRT
Management Reporting Tool
Opal L HIV
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Planning Conclusions and Recommendations
Conclusions and Recommendations Online Training Video
Conclusions and Recommendations
Use this section to add Conclusions and Recomme
records by column. Select a record's name to be b
Add Conclusion/Recommendation
Add Conclusion/ Recommendation button
Name
Description
Type
Date Identified
Spirituality as a protective factor
Address the salience of spirituality as a protective factor in the target population.
Logically planning prevention services to address needs
7/2/2010

(This is a sample screenshot of the Conclusions and Recommendations Listing Page.)

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Enter a name of the conclusion or recommendation in the **Conclusion/Recommendation Name*** text box.
6. Enter details about this conclusion/recommendation in the **Description of Conclusion/Recommendation*** text box.
7. Select the capacity expansion type from the **Capacity Expansion Type*** text box.
    a. If *Other* is selected, enter the **Other Capacity Expansion Type*** text box.
8. If desired, enter details about how this objective will have an Impact of Organization's Capacity.
9. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

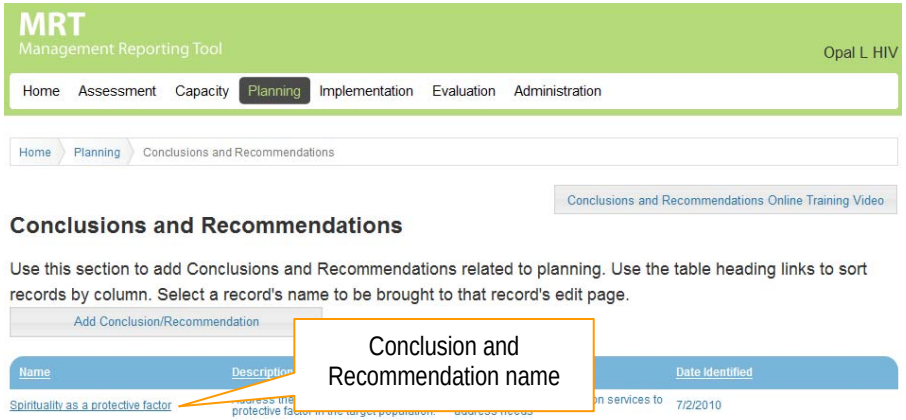


(This is a screenshot of the Conclusions and Recommendations Edit Form.)

© KIT Solutions® 2012

Editing Conclusions and Recommendations

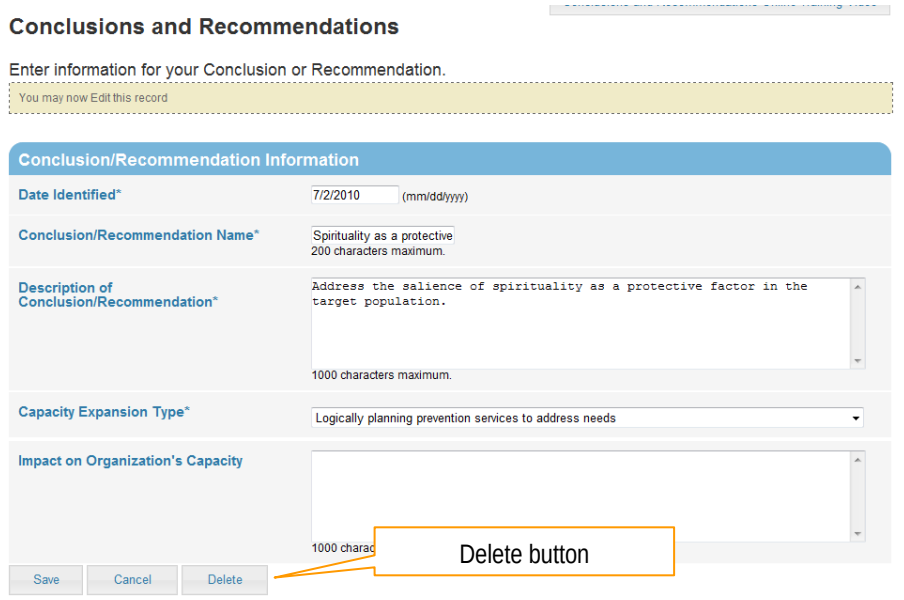
1. Click **Planning** from the main menu.
2. Click **Conclusions and Recommendations** from the submenu.
3. From the listing page, select the conclusions and recommendations you wish to edit by clicking the conclusions and recommendations Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a sample screenshot of the Conclusions and Recommendations Listing Page.)

Deleting Conclusions and Recommendations

1. Click **Planning** from the main menu
2. Click **Conclusions and Recommendations** from the submenu.
3. From the listing page, select the conclusions and recommendations you wish to delete by clicking the conclusions and recommendations Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



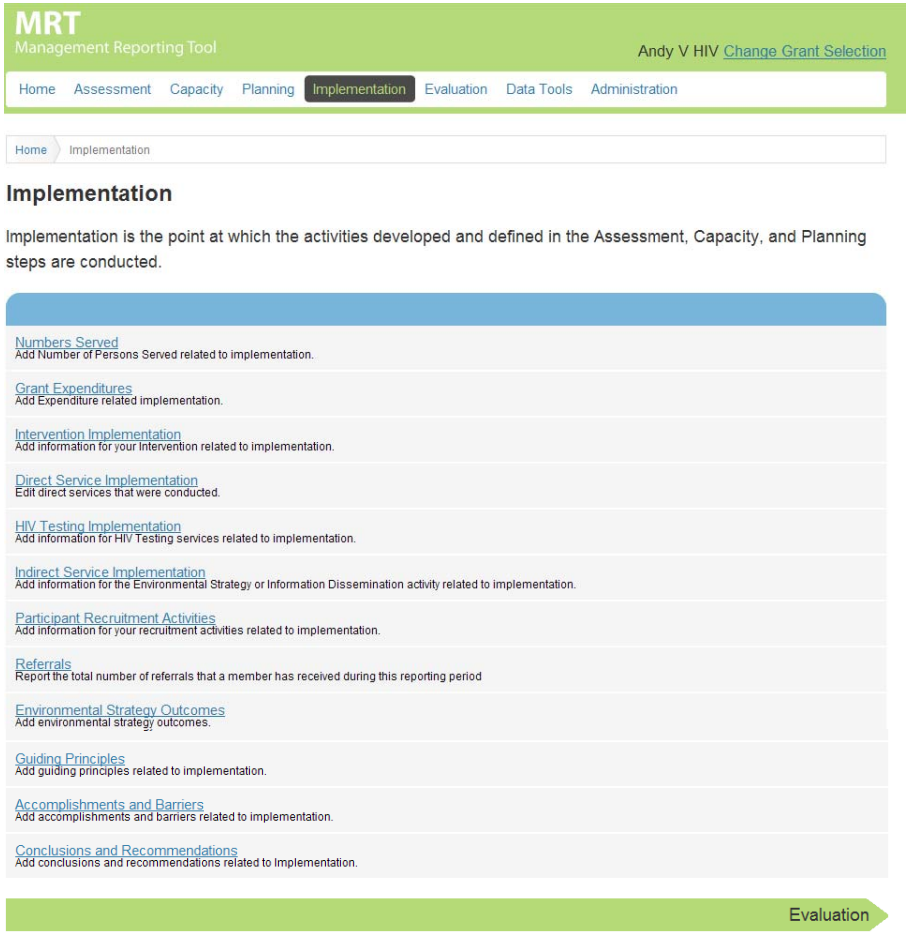
(This is a sample screenshot of the Conclusions and Recommendations Edit Form.)

© KIT Solutions® 2012

IMPLEMENTATION

Within the Implementation module, a user is able to perform the following tasks:

1. Enter, edit and delete Numbers Served.
2. Enter, edit and delete Grant Expenditures.
3. Enter, edit and delete Intervention Implementation.
4. Enter, edit and delete Direct Service Implementation.
5. View your historical Implemented Direct Services.
6. Enter, edit and delete HIV Testing Implementation.
7. Enter, edit and delete Indirect Service Implementation.
8. Enter, edit and delete Participant Recruitment Activities.
9. View your historical Outreach/Recruitment Activities.
10. Enter, edit and delete Referrals.
11. Enter, edit and delete Environmental Strategy Outcomes
12. Enter, edit and delete Guiding Principles.
13. Enter, edit and delete Accomplishment Barriers.
14. Enter, edit and delete Conclusions and Recommendation.


MRT
Management Reporting Tool
Andy V HIV Change Grant Selection
Home Assessment Capacity Planning Implementation Evaluation Data Tools Administration
Home Implementation
Implementation
Implementation is the point at which the activities developed and defined in the Assessment, Capacity, and Planning steps are conducted.
Numbers Served
Add Number of Persons Served related to implementation.
Grant Expenditures
Add Expenditure related implementation.
Intervention Implementation
Add information for your Intervention related to implementation.
Direct Service Implementation
Edit direct services that were conducted.
HIV Testing Implementation
Add information for HIV Testing services related to implementation.
Indirect Service Implementation
Add information for the Environmental Strategy or Information Dissemination activity related to implementation.
Participant Recruitment Activities
Add information for your recruitment activities related to implementation.
Referrals
Report the total number of referrals that a member has received during this reporting period
Environmental Strategy Outcomes
Add environmental strategy outcomes.
Guiding Principles
Add guiding principles related to implementation.
Accomplishments and Barriers
Add accomplishments and barriers related to implementation.
Conclusions and Recommendations
Add conclusions and recommendations related to Implementation.
Evaluation

(This is a screenshot of the Implementation Landing Page.)

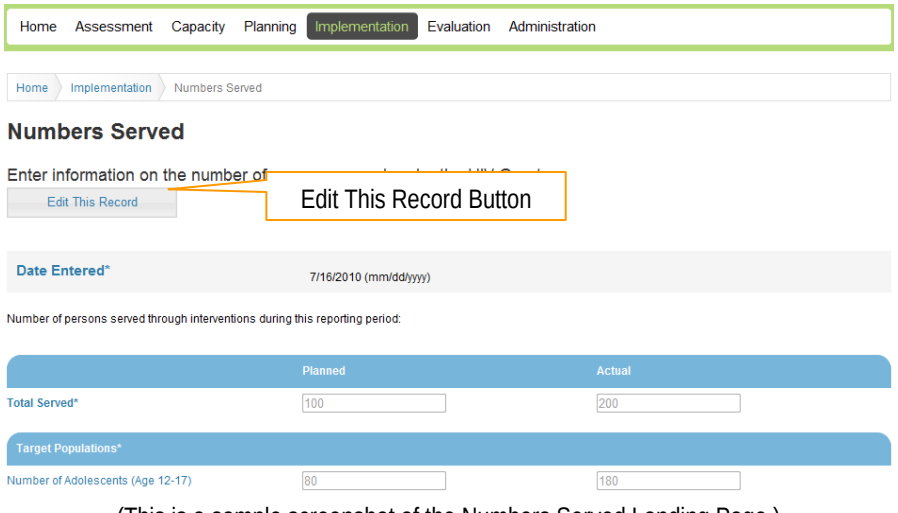
© KIT Solutions® 2012

Numbers Served

Use this section to enter information on the number of persons served under the HIV Grant. The Planned column populates with the information entered under the Strategic Prevention Plan Synopsis section.

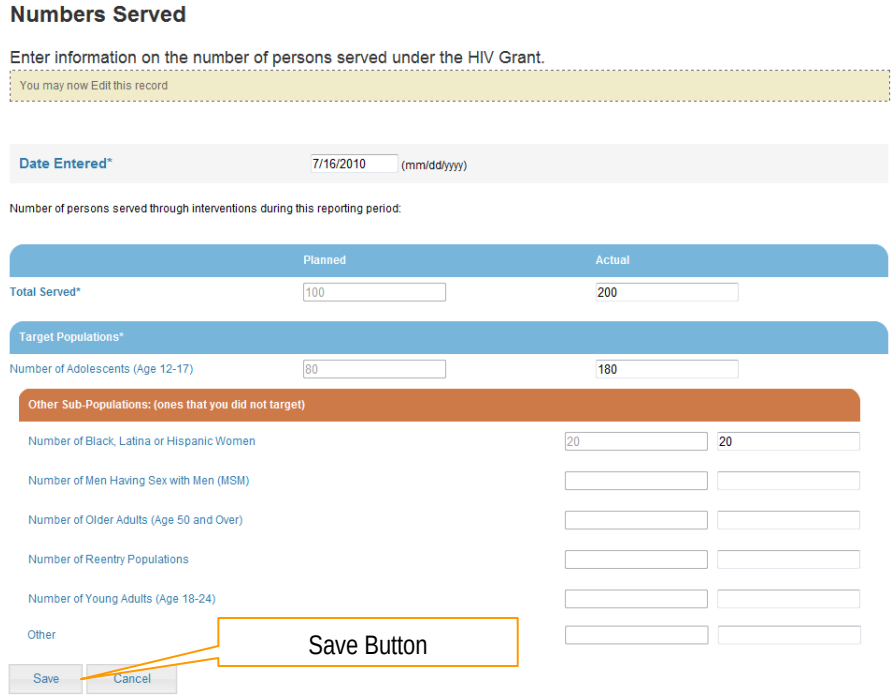
Updating Numbers Served

1. Click **Implementation** from the main menu.
2. Click **Numbers Served** from the submenu.
3. Click the Edit This Record (**Edit This Record**) button.



(This is a sample screenshot of the Numbers Served Landing Page.)

4. Enter the date you are updating the numbers served in the **Date Entered*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Enter the total number of people served in interventions lasting 30 days or longer during the reporting period in the **Total Served*** text box.
6. Enter the total number served for the primary target population in the **Target Populations*** text box.
7. If applicable, enter the number of people served in **Other Sub-Populations (ones that you did not target)** in the appropriate text boxes.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a sample screenshot of the Numbers Served Edit Form.)

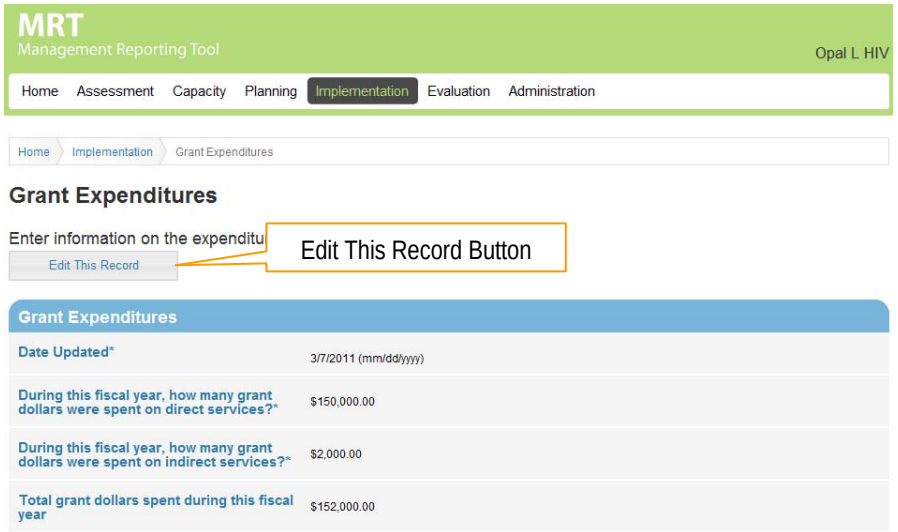
© KIT Solutions® 2012

Grant Expenditures

Use this section to enter information on the expenditures under the HIV Grant.

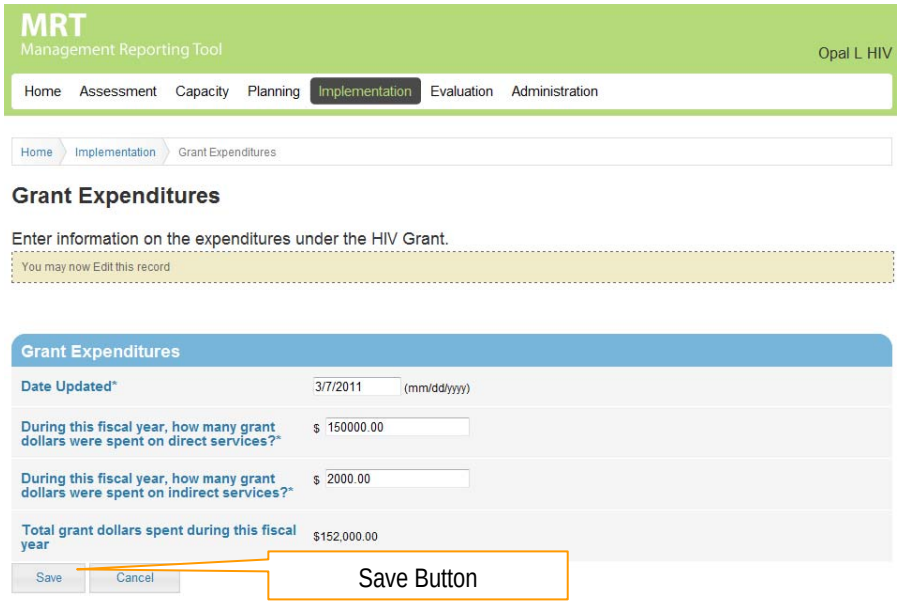
Updating Grant Expenditures

1. Click **Implementation** from the main menu.
2. Click **Grant Expenditures** from the submenu.
3. Click the Edit This Record (**Edit This Record**) button.



(This is a sample screenshot of the Grant Expenditures Landing Page.)

4. Enter the date the grant expenditures were updated in the **Date Updated*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Answer the question **During this fiscal year, how many grant dollars were spent on direct services?***
6. Answer the question **During this fiscal year, how many grant dollars were spent on indirect services?***
7. The **Total grant dollars spent during this fiscal year** will be updated for you based on the previous 2 fields.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a sample screenshot of the Grant Expenditures Edit Form.)

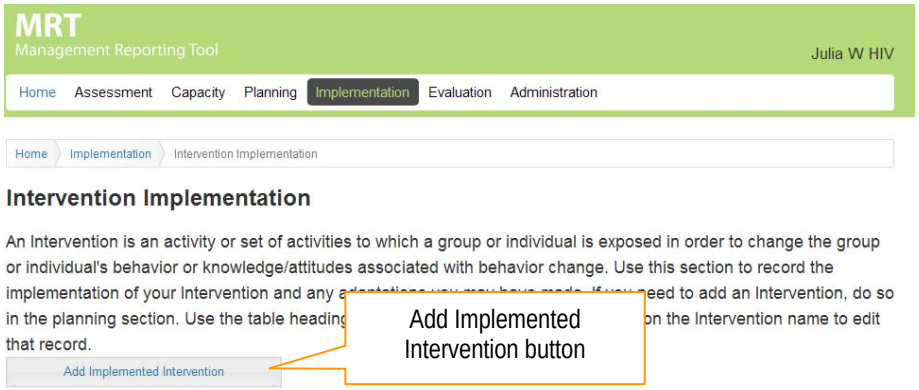
© KIT Solutions® 2012

Intervention Implementation

Use this section to record the implementation of your interventions and any adaptations you may have made.

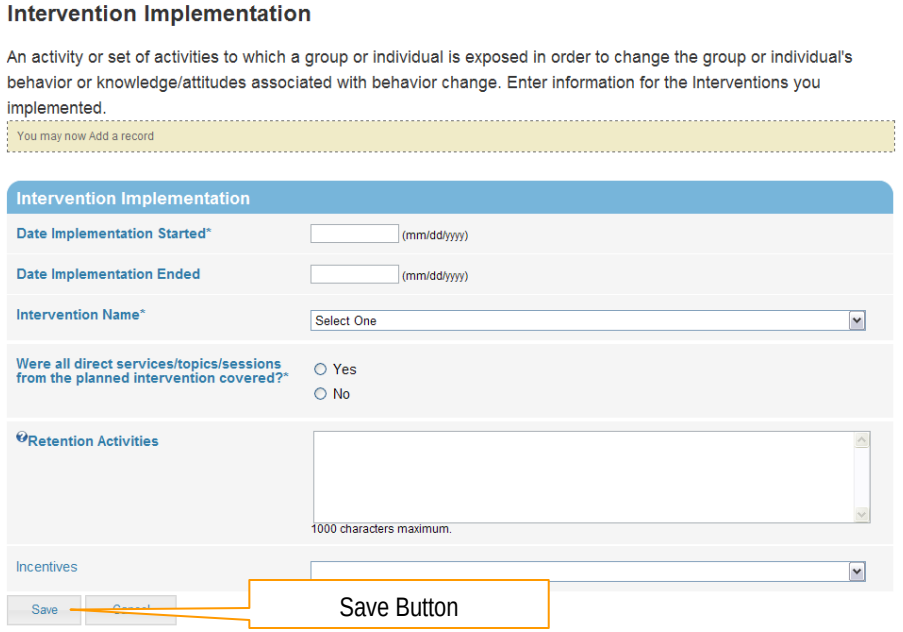
Adding Intervention Implementation

1. Click **Implementation** from the main menu.
2. Click **Intervention Implementation** from the submenu.
3. Click the Add Implemented Intervention (**Add Implemented Intervention**) button.


MRT
Management Reporting Tool
Julia W HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Intervention Implementation
Intervention Implementation
An Intervention is an activity or set of activities to which a group or individual is exposed in order to change the group or individual's behavior or knowledge/attitudes associated with behavior change. Use this section to record the implementation of your Intervention and any
eed to add an Intervention, do so
in the planning section. Use the table heading
on the Intervention name to edit
that record.
Add Implemented Intervention
Add Implemented Intervention button

(This is a sample screenshot of the Intervention Implementation Listing Page.)

4. Enter the **Date Implementation Started*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. If appropriate, enter the **Date Implementation Ended** text box as mm/dd/yyyy, or use the Calendar feature.
6. Select the intervention from the **Intervention Name*** dropdown menu.
7. Answer the question **Were all direct services/topics/sessions from the planned intervention covered?***
    a. If you answer *No*, you will need to answer the questions **How did the direct services/topics/sessions differ from what was planned?*** and **What are the reasons the intervention differed from planned?***
8. Describe any activities used to retain participants in the intervention in the **Retention Activities** text box, if applicable.
9. Select the incentive that may have been used during this implemented intervention from the **Incentives** drop down menu, if applicable.
    a. If *Specify Other* is selected, enter the name of the incentive in the **Other Incentive*** text box.
10. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.

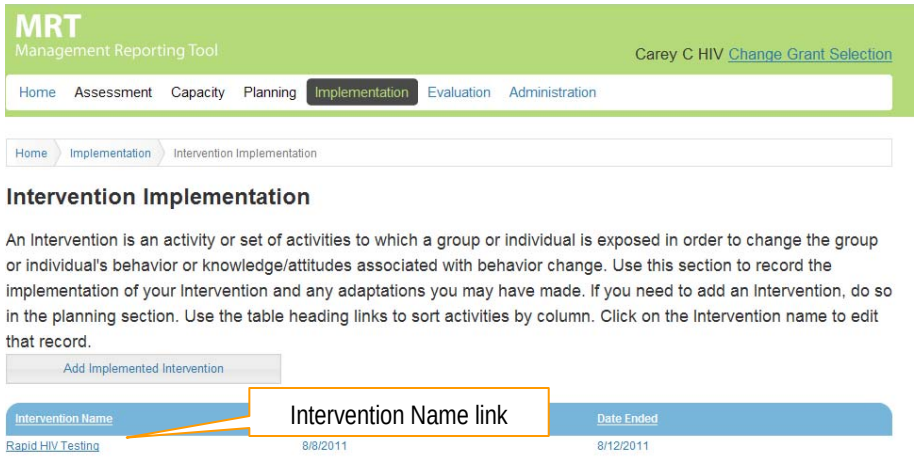

Intervention Implementation
An activity or set of activities to which a group or individual is exposed in order to change the group or individual's behavior or knowledge/attitudes associated with behavior change. Enter information for the Interventions you implemented.
You may now Add a record
Intervention Implementation
Date Implementation Started*
(mm/dd/yyyy)
Date Implementation Ended
(mm/dd/yyyy)
Intervention Name*
Select One
Were all direct services/topics/sessions from the planned intervention covered?*
Yes
No
Retention Activities
1000 characters maximum.
Incentives
Save
Save Button

(This is a sample screenshot of the Intervention Implementation Edit Form.)

© KIT Solutions® 2012

Editing Intervention Implementation

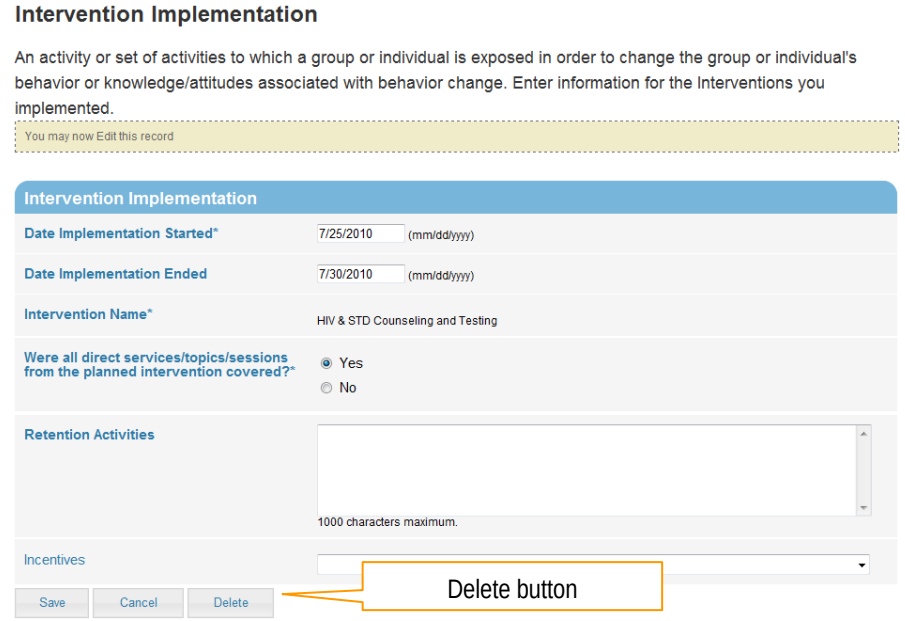
1. Click **Implementation** from the main menu.
2. Click **Intervention Implementation** from the submenu.
3. From the listing page, select the Intervention Implementation you wish to edit by clicking the Intervention Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Carey C HIV Change Grant Selection
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Intervention Implementation
Intervention Implementation
An Intervention is an activity or set of activities to which a group or individual is exposed in order to change the group or individual's behavior or knowledge/attitudes associated with behavior change. Use this section to record the implementation of your Intervention and any adaptations you may have made. If you need to add an Intervention, do so in the planning section. Use the table heading links to sort activities by column. Click on the Intervention name to edit that record.
Add Implemented Intervention
Intervention Name
Date Ended
Rapid HIV Testing
8/8/2011
8/12/2011
Intervention Name link

(This is a sample screenshot of the Intervention Implementation Listing Page.)

Deleting Intervention Implementation

1. Click **Implementation** from the main menu
2. Click **Intervention Implementation** from the submenu.
3. From the listing page, select the Intervention Implementation you wish to delete by clicking the Intervention Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



(This is a sample screenshot of the Intervention Implementation Edit Form.)

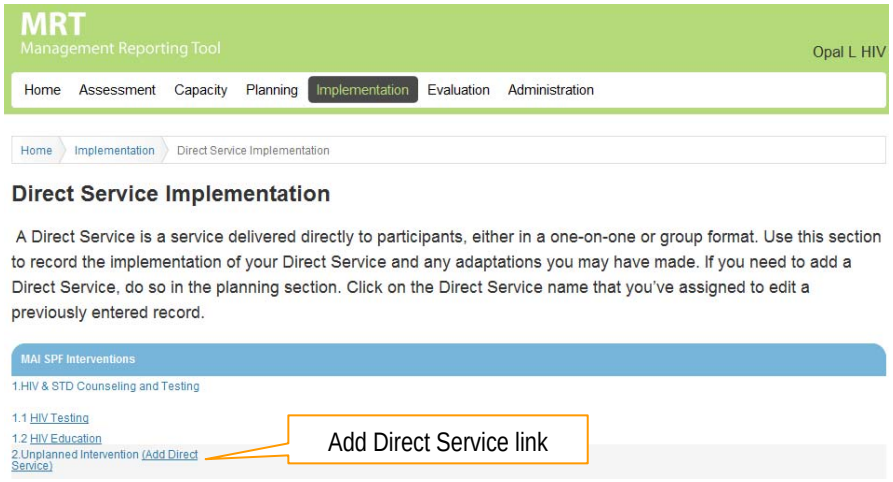
© KIT Solutions® 2012

Direct Service Implementation

Use this section to record the implementation of your Direct Service and any adaptations you may have made.

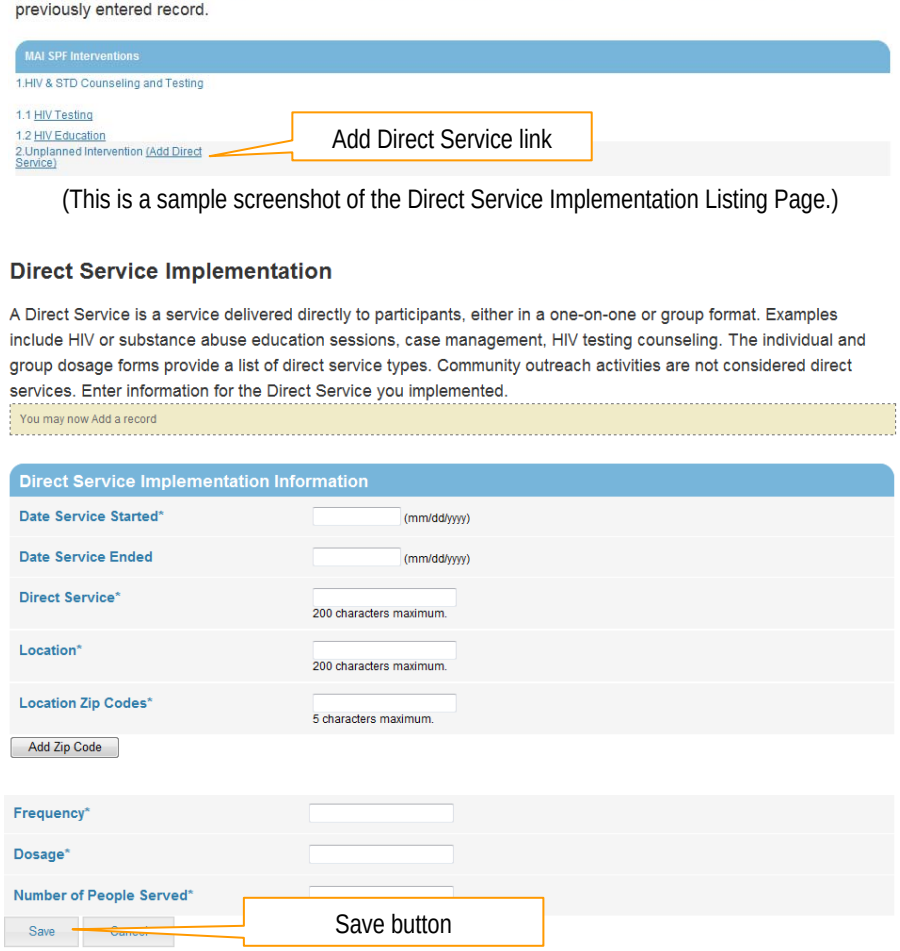
Adding Direct Service Implementation

1. Click **Implementation** from the main menu.
2. Click **Direct Service Implementation** from the submenu.
3. From the listing page, select the planned direct service you wish to add details to under the appropriate intervention.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Direct Service Implementation
Direct Service Implementation
A Direct Service is a service delivered directly to participants, either in a one-on-one or group format. Use this section to record the implementation of your Direct Service and any adaptations you may have made. If you need to add a Direct Service, do so in the planning section. Click on the Direct Service name that you've assigned to edit a previously entered record.
MAI SPF Interventions
1.HIV & STD Counseling and Testing
1.1 HIV Testing
1.2 HIV Education
2.Unplanned Intervention (Add Direct Service)
Add Direct Service link

(This is a sample screenshot of the Direct Service Implementation Listing Page.)

4. Enter the date this service was implemented in the **Date Service Started*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. If applicable, enter the service was ended in the **Date Service Ended** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
6. The **Direct Service*** field will be filled in for you based on which planned direct service was selected.
7. Enter the location the service took place at in the **Location*** text box.
8. Enter the **Location Zip Code*** in the text box and then click the Add Zip Code (**Add Zip Code**) button. The zip code will appear in the **Zip Code** table.
9. Enter the number of sessions given for this service per participant or group of participants in the **Frequency*** text box.
10. Enter the total number of minutes for all sessions for this service in the **Dosage*** text box.
11. Enter the total number of people served in the **Number of People Served*** text box.
12. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.

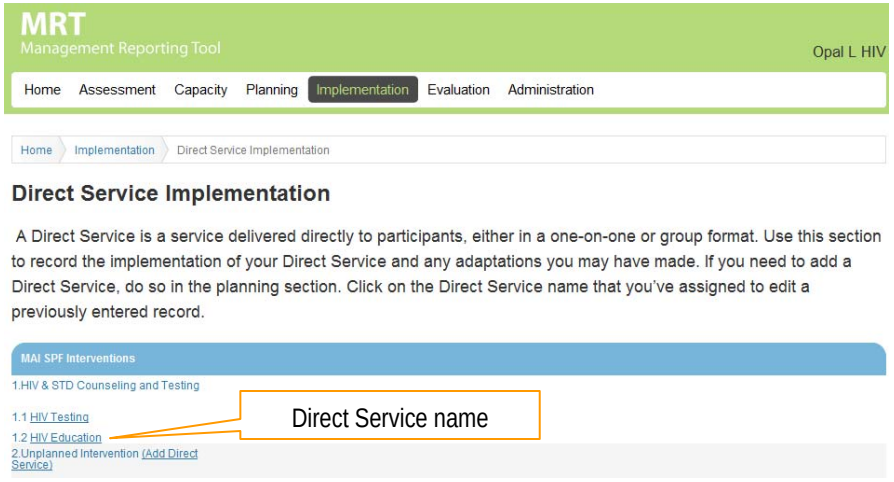

Direct Service Implementation
A Direct Service is a service delivered directly to participants, either in a one-on-one or group format. Examples include HIV or substance abuse education sessions, case management, HIV testing counseling. The individual and group dosage forms provide a list of direct service types. Community outreach activities are not considered direct services. Enter information for the Direct Service you implemented.
You may now Add a record
Direct Service Implementation Information
Date Service Started* (mm/dd/yyyy)
Date Service Ended (mm/dd/yyyy)
Direct Service* 200 characters maximum.
Location* 200 characters maximum.
Location Zip Codes* 5 characters maximum.
Add Zip Code
Frequency*
Dosage*
Number of People Served*
Save
Save button

(This is a screenshot of the Direct Service Implementation Edit Form.)

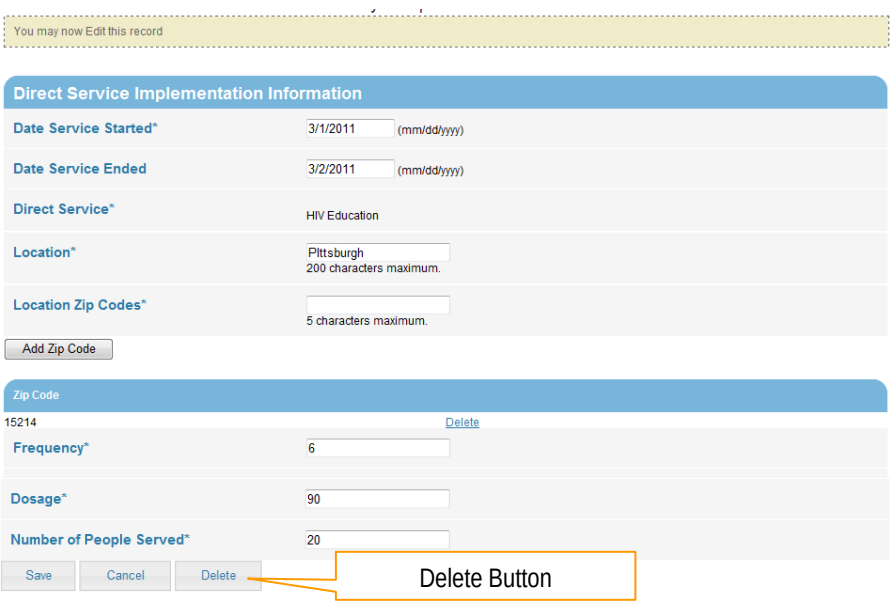
© KIT Solutions® 2012

Editing Direct Service Implementation

1. Click **Implementation** from the main menu
2. Click **Direct Service Implementation** from the submenu.
3. From the listing page, select the direct service you wish to edit by clicking the direct service name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Direct Service Implementation
Direct Service Implementation
A Direct Service is a service delivered directly to participants, either in a one-on-one or group format. Use this section to record the implementation of your Direct Service and any adaptations you may have made. If you need to add a Direct Service, do so in the planning section. Click on the Direct Service name that you've assigned to edit a previously entered record.
MAI SPF Interventions
1.HIV & STD Counseling and Testing
1.1 HIV Testing
1.2 HIV Education
2.Unplanned Intervention (Add Direct Service)
Direct Service name

(This is a sample screenshot of the Direct Service Implementation Listing Page.)



(This is a sample screenshot of the Direct Service Implementation Edit Form.)

Deleting Direct Service Implementation

1. Click **Implementation** from the main menu
2. Click **Direct Service Implementation** from the submenu.
3. From the listing page, select the direct service you wish to delete by clicking the direct service name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The data will be removed from the record, but the record will not be removed from the grid.
   *Note: To delete the direct service entirely, please see the Deleting Direct Service Planning section.

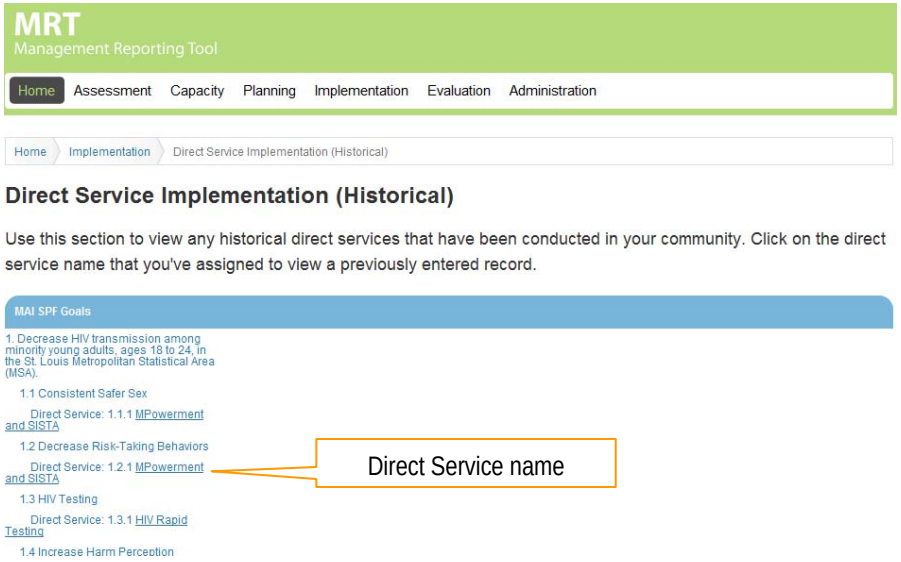
© KIT Solutions® 2012

Direct Service Implementation (Historical)

Use this section to view your historical direct service implementations.
*Note: This section is available only for cohort 7 grants.

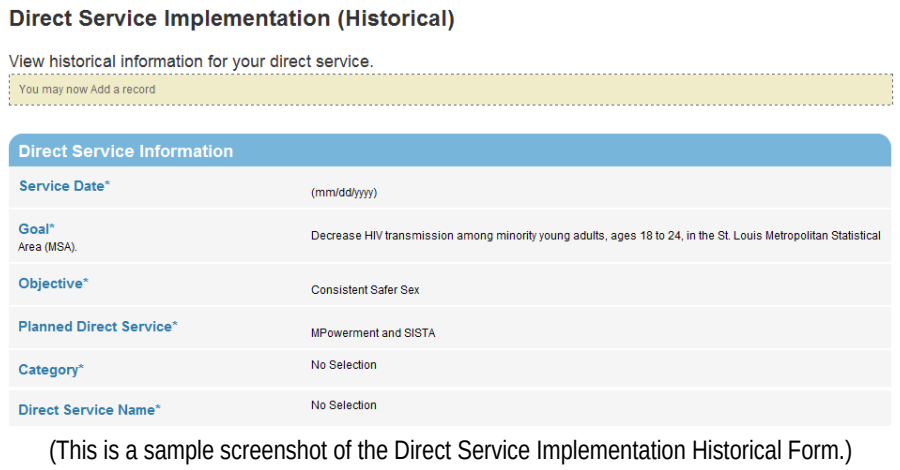
Viewing Historical Direct Service Implementation

1. Click **Implementation** from the main menu.
2. Click **Direct Service Implementation (Historical)** from the submenu.
3. From the listing page, select the direct service you wish to view by clicking the service name.


MRT
Management Reporting Tool
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Direct Service Implementation (Historical)
Direct Service Implementation (Historical)
Use this section to view any historical direct services that have been conducted in your community. Click on the direct service name that you've assigned to view a previously entered record.
MAI SPF Goals
1. Decrease HIV transmission among minority young adults, ages 18 to 24, in the St. Louis Metropolitan Statistical Area (MSA).
1.1 Consistent Safer Sex
Direct Service: 1.1.1 MPowerment and SISTA
1.2 Decrease Risk-Taking Behaviors
Direct Service: 1.2.1 MPowerment and SISTA
1.3 HIV Testing
Direct Service: 1.3.1 HIV Rapid Testing
1.4 Increase Harm Perception
Direct Service name

(This is a sample screenshot of the Direct Service Implementation (Historical) Listing Page.)

4. The details of the direct service will appear.
   *Note: Changes cannot be made to Historical Direct Implemented Services.
5. To return to the list of direct services, click the Cancel (**Cancel**) button at the bottom of the page.



(This is a sample screenshot of the Direct Service Implementation Historical Form.)

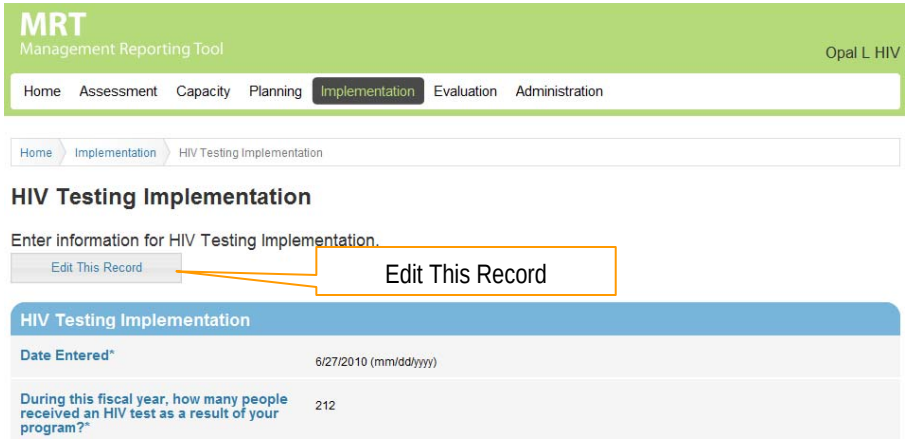
© KIT Solutions® 2012

HIV Testing Implementation

Use this section to enter Information for HIV testing services related to implementation.

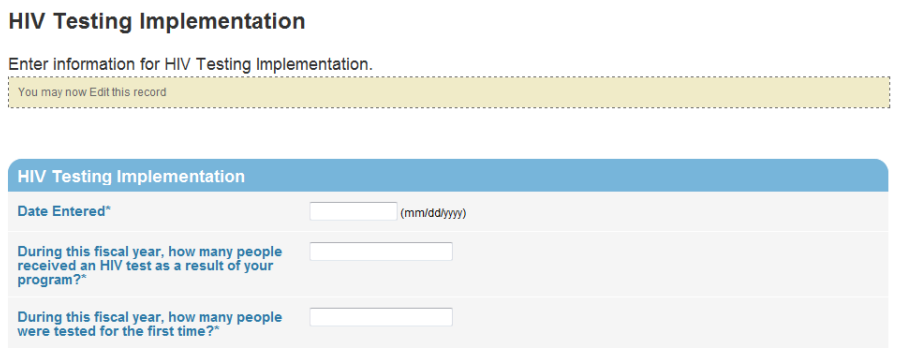
Updating HIV Testing Implementation

1. Click **Implementation** from the main menu.
2. Click **HIV Testing Implementation** from the submenu.
3. Click the Edit This Record (**Edit This Record**) button.



(This is a sample screenshot of the HIV Testing Implementation Listing Page.)

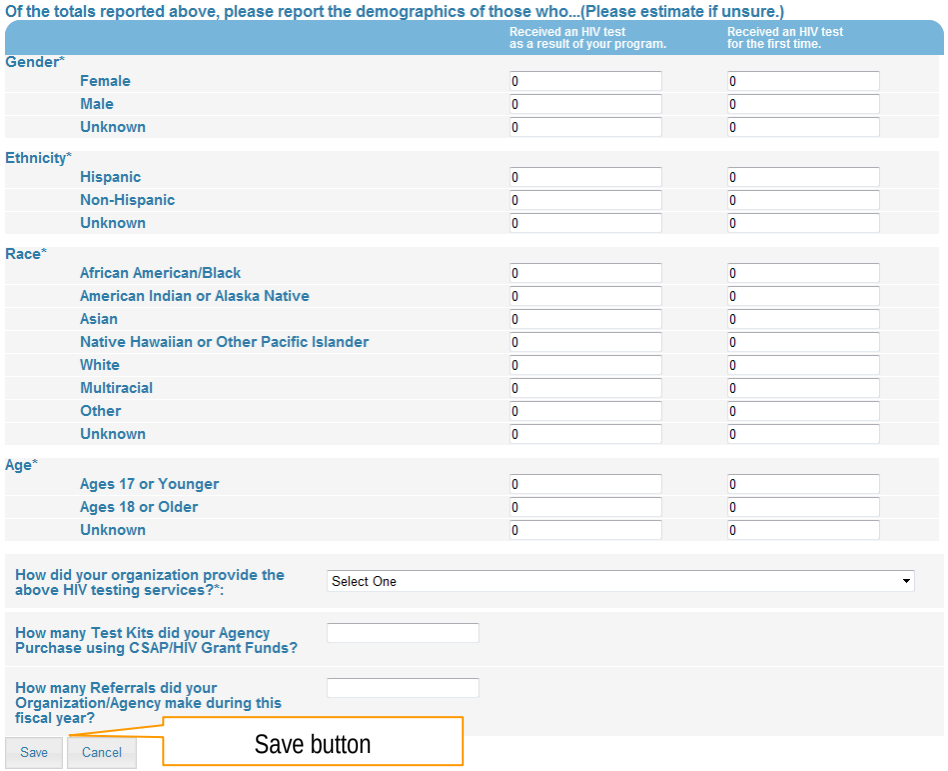
4. Enter the date of the testing in the **Date Entered*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Answer the questions: **During this fiscal year, how many people received an HIV test as a result of your program?*** and **During this fiscal year, how many people were tested for the first time?*** in the appropriate text boxs.


HIV Testing Implementation
Enter information for HIV Testing Implementation.
You may now Edit this record
HIV Testing Implementation
Date Entered*
(mm/dd/yyyy)
During this fiscal year, how many people received an HIV test as a result of your program?*
During this fiscal year, how many people were tested for the first time?*

(This is a screenshot of the HIV Testing Implementation Edit Form.)

© KIT Solutions® 2012

6. Enter the number served in the **Received an HIV test as a result of your program** and **Received an HIV test for the first time** text boxes for each demographic category (**Gender***, **Ethnicity***, **Race***, and **Age***).
7. Select an answer from the **How did your organization provide the above HIV testing services?***: dropdown menu.
8. Answer the questions: **How many Test Kits did your Agency Purchase using CSAP/HIV Grant Funds?** and **How many Referrals did your Organization/Agency make during this fiscal year?** In the appropriate text boxes.
9. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a sample screenshot of the HIV Testing Implementation Edit Form.)

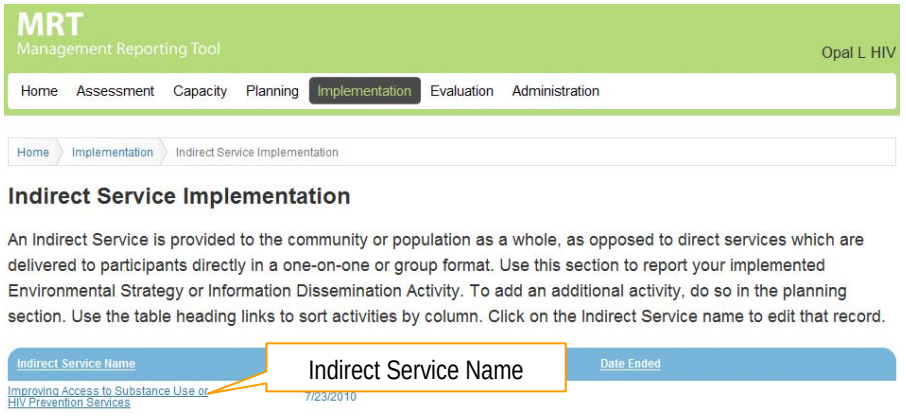
© KIT Solutions® 2012

Indirect Service Implementation

Use this section to report your implemented Environmental Strategy or Information Dissemination activities.

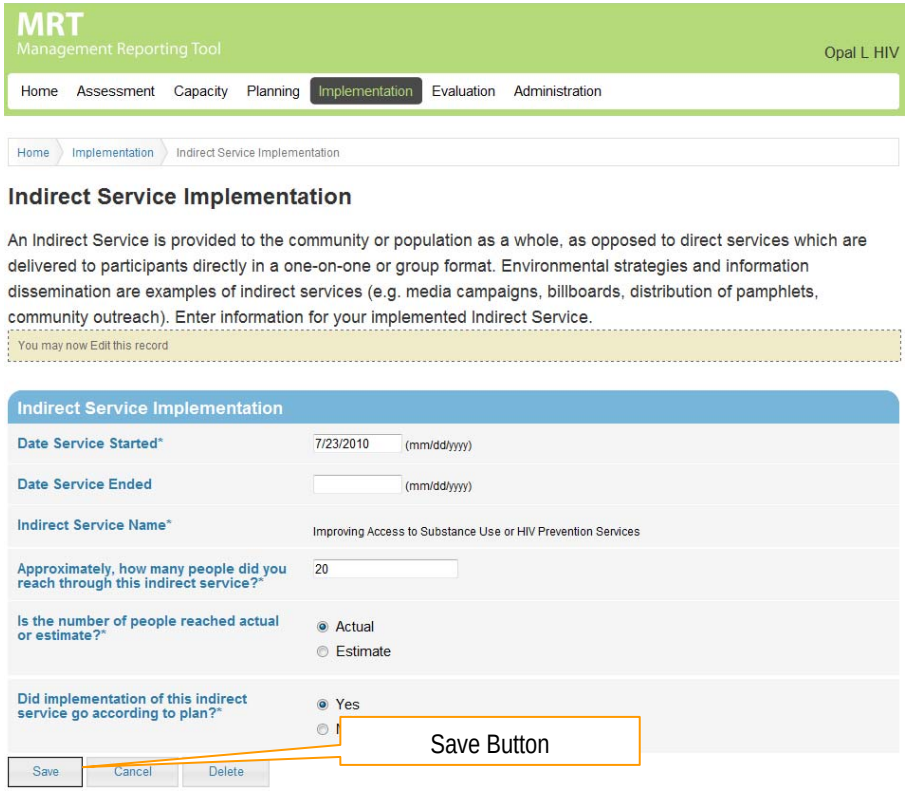
Adding Indirect Service Implementation

1. Click **Implementation** from the main menu.
2. Click **Indirect Service Implementation** from the submenu.
3. From the listing page, select the planned indirect service you wish to add details to.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Indirect Service Implementation
Indirect Service Implementation
An Indirect Service is provided to the community or population as a whole, as opposed to direct services which are delivered to participants directly in a one-on-one or group format. Use this section to report your implemented Environmental Strategy or Information Dissemination Activity. To add an additional activity, do so in the planning section. Use the table heading links to sort activities by column. Click on the Indirect Service name to edit that record.
Indirect Service Name
Date Ended
Improving Access to Substance Use or HIV Prevention Services
7/23/2010
Indirect Service Name

(This is a sample screenshot of the Indirect Service Implementation Listing Page.)

4. Enter the date this service was implemented in the **Date Service Started*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. If applicable, enter the date the service was ended in the **Date Service Ended** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
6. The **Indirect Service Name*** field will be filled in for you based on which planned indirect service was selected.
7. Answer the question **Approximately, how many people did you reach through this indirect service?***
8. Answer the question **Is the number of people reached actual or estimate?***
9. Answer the question **Did implementation of this indirect service go according to plan?***
    a. If you answer *No*, you will need to answer the questions **How did implementation differ from the planned indirect service?*** and **What are the reasons this indirect service differed from planned?***
10. Click the Save (Save) button.
    *Note: Click the Cancel (Cancel) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Indirect Service Implementation
Indirect Service Implementation
An Indirect Service is provided to the community or population as a whole, as opposed to direct services which are delivered to participants directly in a one-on-one or group format. Environmental strategies and information dissemination are examples of indirect services (e.g. media campaigns, billboards, distribution of pamphlets, community outreach). Enter information for your implemented Indirect Service.
You may now Edit this record
Indirect Service Implementation
Date Service Started*
7/23/2010
(mm/dd/yyyy)
Date Service Ended
(mm/dd/yyyy)
Indirect Service Name*
Improving Access to Substance Use or HIV Prevention Services
Approximately, how many people did you reach through this indirect service?*
20
Is the number of people reached actual or estimate?*
Actual
Estimate
Did implementation of this indirect service go according to plan?*
Yes
Save
Cancel
Delete
Save Button

(This is a sample screenshot of the Indirect Service Implementation Edit Form.)

© KIT Solutions® 2012

Editing Indirect Service Implementation

1. Click **Implementation** from the main menu
2. Click **Indirect Service Implementation** from the submenu.
3. From the listing page, select the indirect service you wish to edit by clicking the Indirect Service Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

MRT
Management Reporting Tool
Julia W HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Indirect Service Implementation
Indirect Service Implementation
An Indirect Service is provided to the community or population as a whole, as opposed to direct services which are delivered to participants directly in a one-on-one or group format. Use this section to report your implemented Environmental Strategy or Information Dissemination Activity. To add an additional activity, do so in the planning section. Use the table h
n. Click on the Indirect Service name to edit that record.
Indirect Service Name link
Indirect Service Name
Date Started
Date Ended
Workplace Initiatives
9/1/2011
9/2/2011

(This is a sample screenshot of the Indirect Service Implementation Edit Form.)

Deleting Indirect Service Implementation

1. Click **Implementation** from the main menu
2. Click **Indirect Service Implementation** from the submenu.
3. From the listing page, select the indirect service you wish to delete by clicking the Indirect Service Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The data will be removed from the record, but the record will not be removed from the grid.
   *Note: To delete the indirect service entirely, please see the Deleting Indirect Service Planning section.

Indirect Service Implementation
An Indirect Service is provided to the community or population as a whole, as opposed to direct services which are delivered to participants directly in a one-on-one or group format. Environmental strategies and information dissemination are examples of indirect services (e.g. media campaigns, billboards, distribution of pamphlets, community outreach). Enter information for your implemented Indirect Service.
You may now Edit this record
Indirect Service Implementation
Date Service Started*
7/23/2010
(mm/dd/yyyy)
Date Service Ended
(mm/dd/yyyy)
Indirect Service Name*
Improving Access to Substance Use or HIV Prevention Services
Approximately, how many people did you reach through this indirect service?*
20
Is the number of people reached actual or estimate?*
Actual
Estimate
Did implementation of this indirect service go according to plan?*
Yes
No
Save
Cancel
Delete
Delete Button

(This is a sample screenshot of the Indirect Service Implementation Edit Form.)

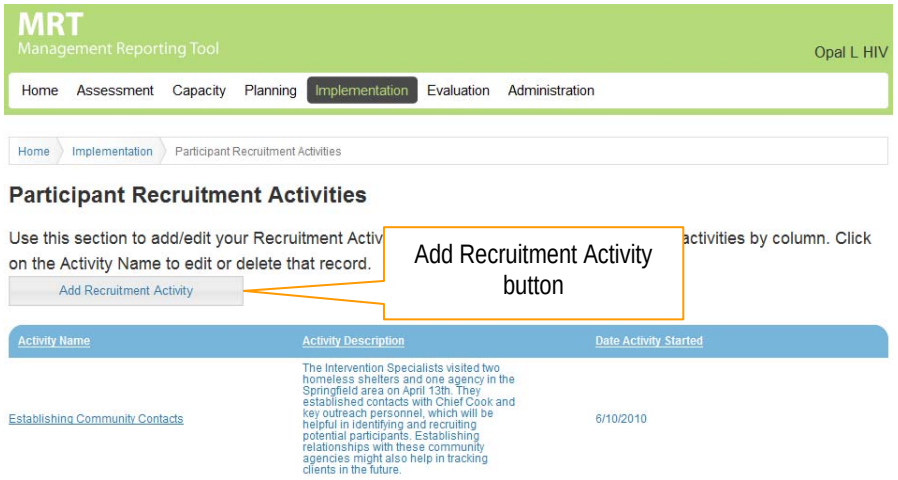
© KIT Solutions® 2012

Participant Recruitment Activities

Use this section to add/edit your recruitment activities.

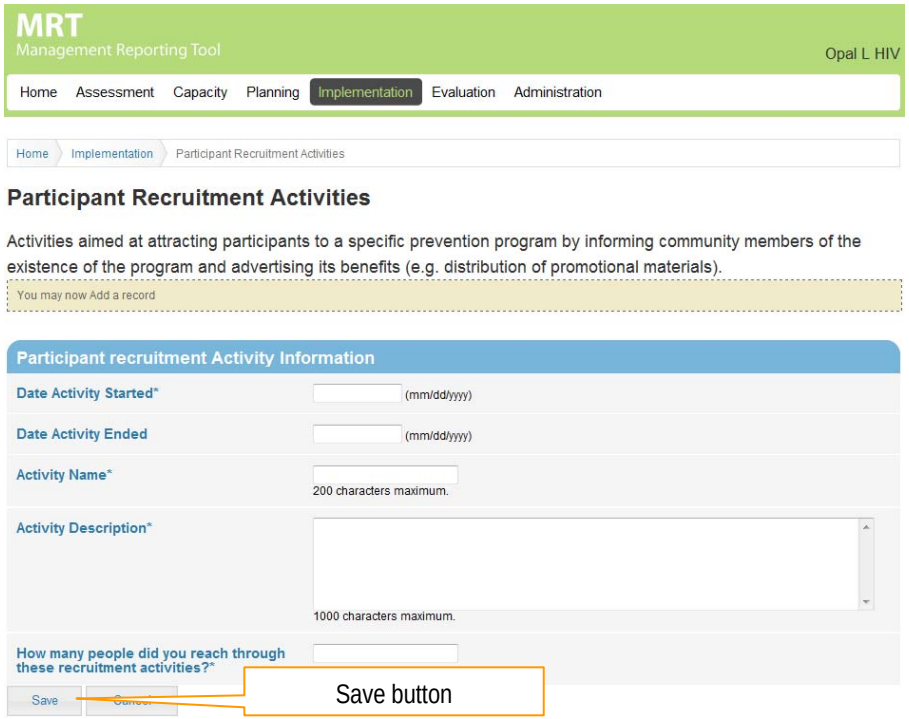
Adding Participant Recruitment Activities

1. Click **Implementation** from the main menu.
2. Click **Participant Recruitment Activities** from the submenu.
3. Click the Add Recruitment Activity (**Add Recruitment Activity**) button.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Participant Recruitment Activities
Participant Recruitment Activities
Use this section to add/edit your Recruitment Activ
activities by column. Click
on the Activity Name to edit or delete that record.
Add Recruitment Activity
Add Recruitment Activity button
Activity Name
Activity Description
Date Activity Started
Establishing Community Contacts
The Intervention Specialists visited two homeless shelters and one agency in the Springfield area on April 13th. They established contacts with Chief Cook and key outreach personnel, which will be helpful in identifying and recruiting potential participants. Establishing relationships with these community agencies might also help in tracking clients in the future.
6/10/2010

(This is a sample screenshot of the Participant Recruitment Activities Listing Page.)

4. Enter the date this activity was established in the **Date Activity Started*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. If applicable, enter the date the service was ended in the **Date Activity Ended** text box as mm/dd/yyyy or use the calendar feature.
6. Enter the name for this activity in the **Activity Name*** text box.
7. Enter measureable terms the type of recruitment activity provided in the **Activity Description*** text box.
8. Answer the question **How many people did you reach through these recruitment activities?***
9. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

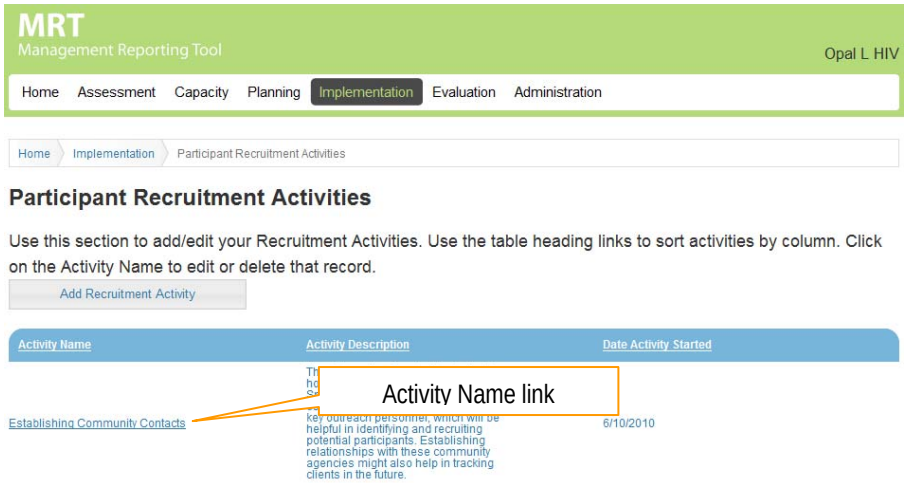


(This is a screenshot of the Participant Recruitment Activities Edit Form.)

© KIT Solutions® 2012

Editing Participant Recruitment Activities

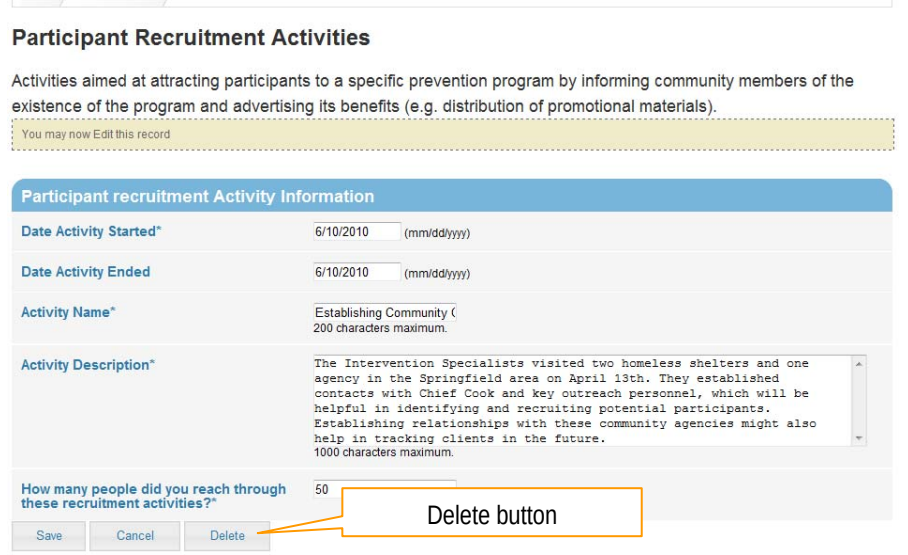
1. Click **Implementation** from the main menu.
2. Click **Participant Recruitment Activities** from the submenu.
3. From the listing page, select the activity you wish to edit by clicking the Activity Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a sample screenshot of the Participant Recruitment Activities Listing Page.)

Deleting Participant Recruitment Activities

1. Click **Implementation** from the main menu
2. Click **Participant Recruitment Activities** from the submenu.
3. From the listing page, select the activity you wish to delete by clicking the Activity Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


Participant Recruitment Activities
Activities aimed at attracting participants to a specific prevention program by informing community members of the existence of the program and advertising its benefits (e.g. distribution of promotional materials).
You may now Edit this record
Participant recruitment Activity Information
Date Activity Started*
6/10/2010
(mm/dd/yyyy)
Date Activity Ended
6/10/2010
(mm/dd/yyyy)
Activity Name*
Establishing Community (
200 characters maximum.
Activity Description*
The Intervention Specialists visited two homeless shelters and one agency in the Springfield area on April 13th. They established contacts with Chief Cook and key outreach personnel, which will be helpful in identifying and recruiting potential participants. Establishing relationships with these community agencies might also help in tracking clients in the future.
1000 characters maximum.
How many people did you reach through these recruitment activities?*
50
Save
Cancel
Delete
Delete button

(This is a sample screenshot of the Participant Recruitment Activities Edit Form.)

© KIT Solutions® 2012

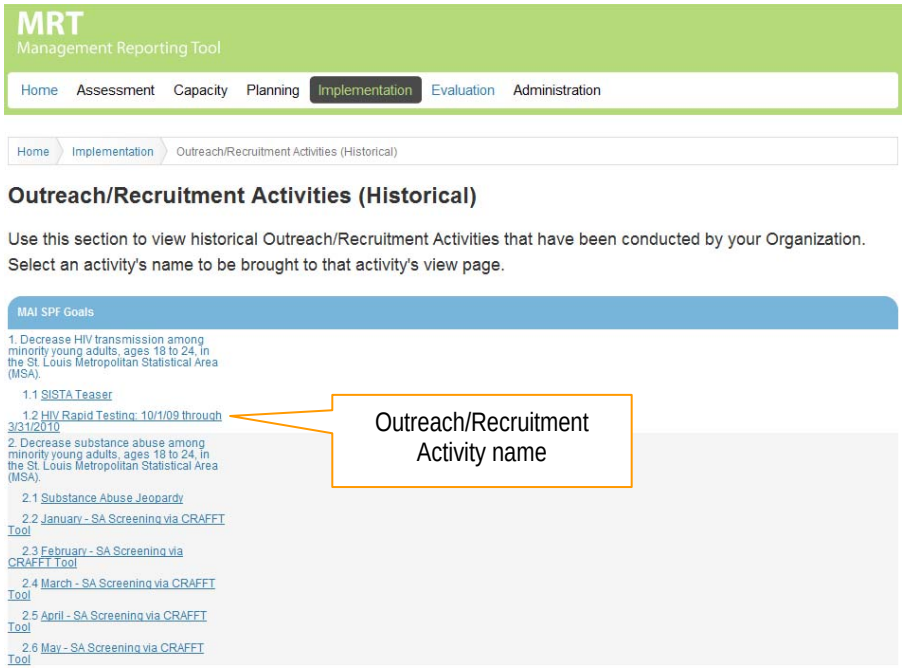
Outreach/Recruitment Activities (Historical)

Use this section to view your historical outreach and recruitment activities.

*Note: This section is available only for cohort 7 grants.

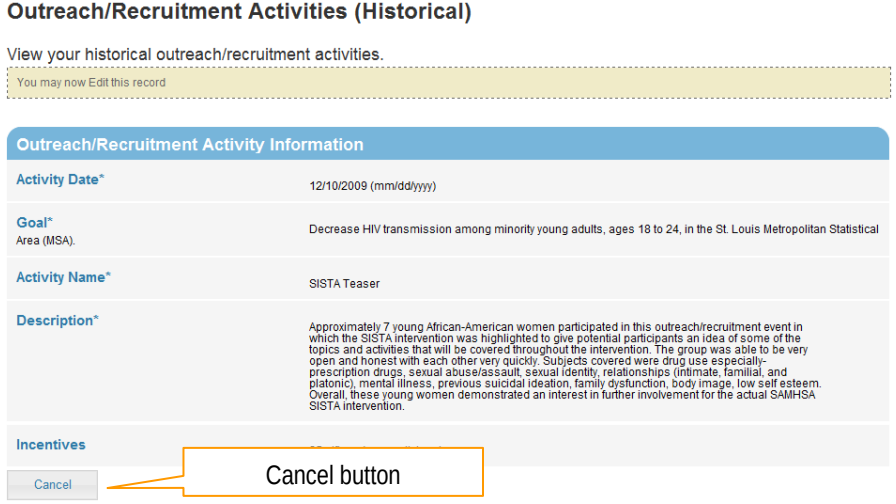
Viewing Historical Recruitment Activities

1. Click **Implementation** from the main menu.
2. Click **Outreach/Recruitment Activities (Historical)** from the submenu.
3. Click the link of the name of the Outreach or Recruitment Activity to view the details for that Activity.


MRT
Management Reporting Tool
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Outreach/Recruitment Activities (Historical)
Outreach/Recruitment Activities (Historical)
Use this section to view historical Outreach/Recruitment Activities that have been conducted by your Organization.
Select an activity's name to be brought to that activity's view page.
MAI SPF Goals
1. Decrease HIV transmission among minority young adults, ages 18 to 24, in the St. Louis Metropolitan Statistical Area (MSA).
1.1 SISTA Teaser
1.2 HIV Rapid Testing: 10/1/09 through 3/31/2010
2. Decrease substance abuse among minority young adults, ages 18 to 24, in the St. Louis Metropolitan Statistical Area (MSA).
2.1 Substance Abuse Jeopardy
2.2 January - SA Screening via CRAFFT Tool
2.3 February - SA Screening via CRAFFT Tool
2.4 March - SA Screening via CRAFFT Tool
2.5 April - SA Screening via CRAFFT Tool
2.6 May - SA Screening via CRAFFT Tool
Outreach/Recruitment Activity name

(This is a sample screenshot of the Participant Recruitment Activities Listing Page.)

4. The details of the Outreach or Recruitment Activity will appear.
   *Note: Changes cannot be made to Historical Direct Planned Services.
5. To return to the list of Historical Outreach or Recruitment Activities, click the Cancel (**Cancel**) button at the bottom of the page.


Outreach/Recruitment Activities (Historical)
View your historical outreach/recruitment activities.
You may now Edit this record
Outreach/Recruitment Activity Information
Activity Date*
12/10/2009 (mm/dd/yyyy)
Goal*
Area (MSA).
Decrease HIV transmission among minority young adults, ages 18 to 24, in the St. Louis Metropolitan Statistical
Activity Name*
SISTA Teaser
Description*
Approximately 7 young African-American women participated in this outreach/recruitment event in which the SISTA intervention was highlighted to give potential participants an idea of some of the topics and activities that will be covered throughout the intervention. The group was able to be very open and honest with each other very quickly. Subjects covered were drug use especially-prescription drugs, sexual abuse/assault, sexual identity, relationships (intimate, familial, and platonic), mental illness, previous suicidal ideation, family dysfunction, body image, low self esteem. Overall, these young women demonstrated an interest in further involvement for the actual SAMHSA SISTA intervention.
Incentives
Cancel
Cancel button

(This is a sample screenshot of the Outreach and Recruitment Activities Historical Form.)

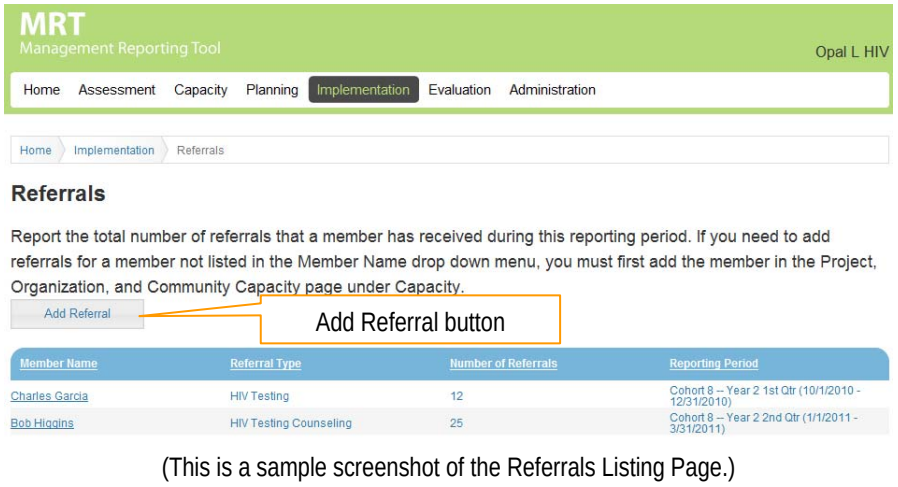
© KIT Solutions® 2012

Referrals

Use this section to report the total number of referrals that a member has received during the reporting period.

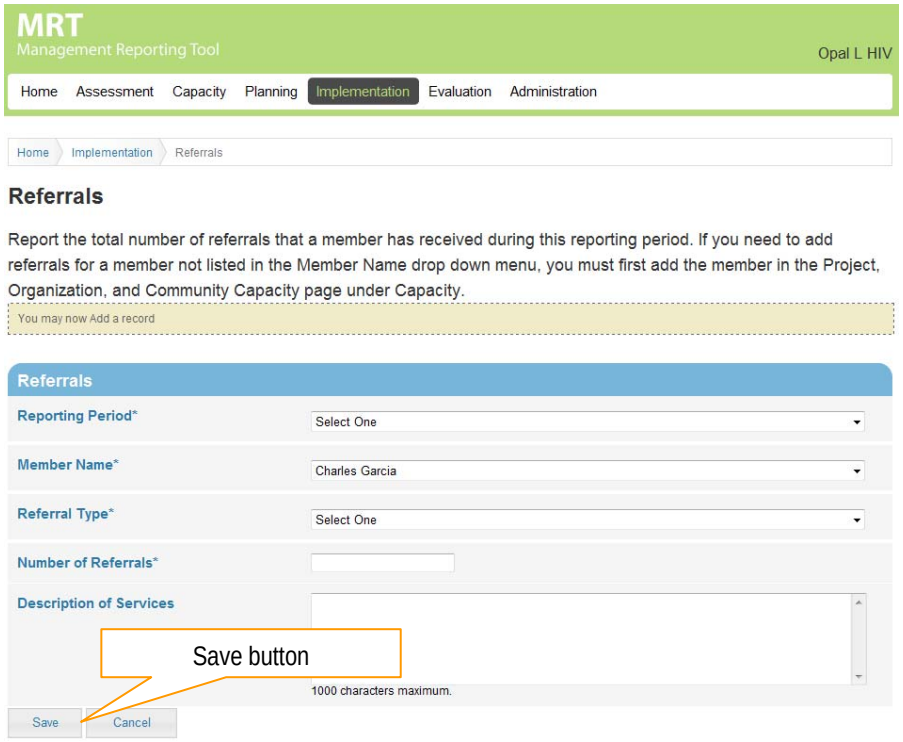
Adding Referrals

1. Click **Implementation** from the main menu.
2. Click **Referrals** from the submenu.
3. Click the Add Referral (**Add Referral**) button.



(This is a sample screenshot of the Referrals Listing Page.)

4. Select the **Reporting Period*** during which the referral was made.
5. Select the **Member Name*** to which the referral was made.
6. Select the **Referral Type*** from the dropdown menu.
    a. If *Other* is selected, enter the name of the referral type in the **Referral Type*** textbox.
7. Enter the **Number of Referrals***.
8. Describe the services in the **Description of Services** text box.
9. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

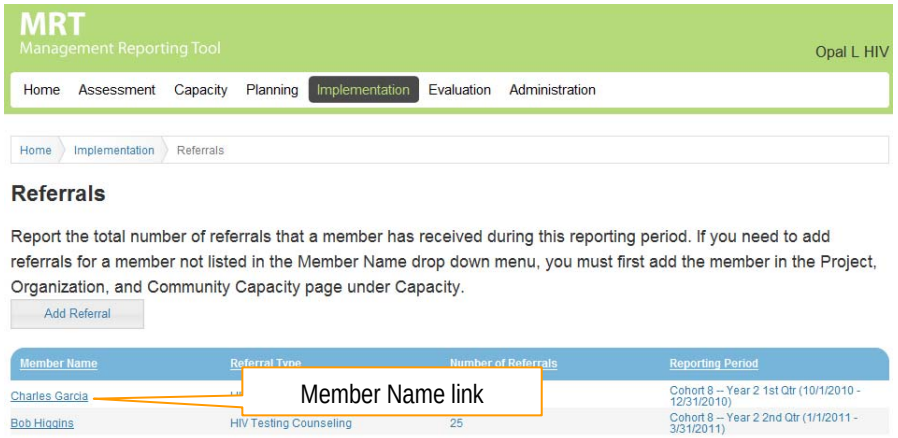


(This is a sample screenshot of the Referrals Edit Form.)

© KIT Solutions® 2012

Editing Referrals

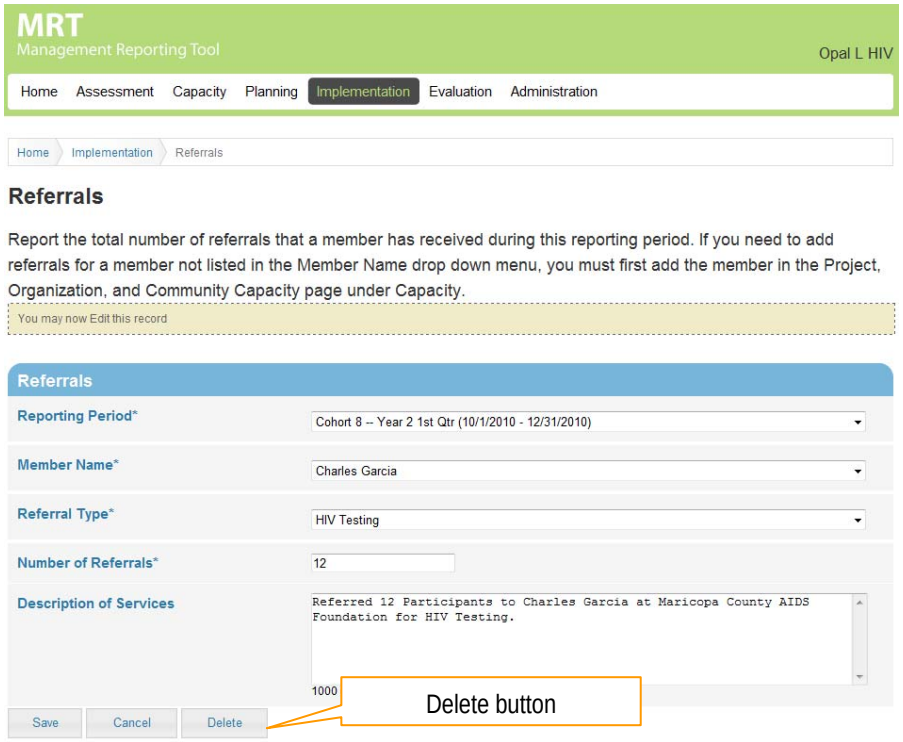
1. Click **Implementation** from the main menu.
2. Click **Referrals** from the submenu.
3. From the listing page, select the Referral you wish to edit by clicking the Member Name associated with the referral type. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Referrals
Referrals
Report the total number of referrals that a member has received during this reporting period. If you need to add referrals for a member not listed in the Member Name drop down menu, you must first add the member in the Project, Organization, and Community Capacity page under Capacity.
Add Referral
Member Name
Referral Type
Number of Referrals
Reporting Period
Charles Garcia
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)
Bob Higgins
HIV Testing Counseling
25
Cohort 8 -- Year 2 2nd Qtr (1/1/2011 - 3/31/2011)
Member Name link

(This is a sample screenshot of the Referrals Listing Page.)

Deleting Referrals

1. Click **Implementation** from the main menu
2. Click **Referrals** from the submenu.
3. From the listing page, select the activity you wish to delete by clicking the Member Name associated with the referral type. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



(This is a sample screenshot of the Referrals Edit Form.)

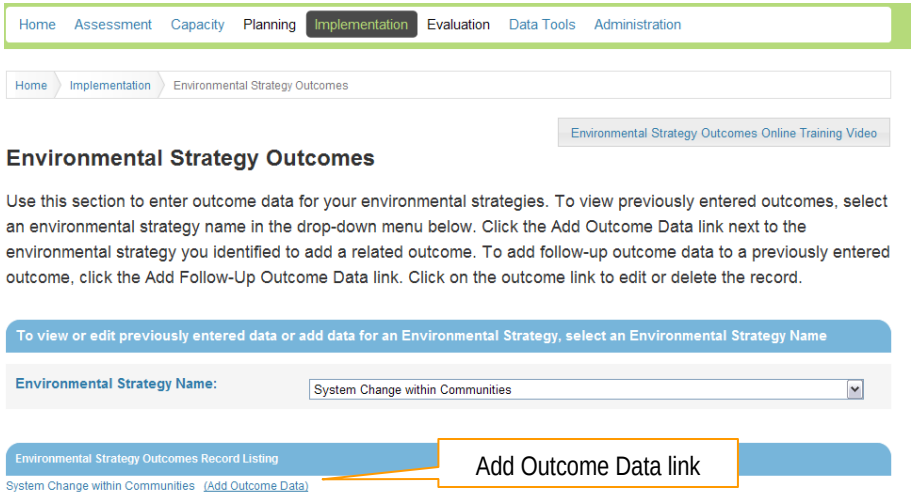
© KIT Solutions® 2012

Environmental Strategy Outcomes

Use this section to add environmental strategy outcomes.

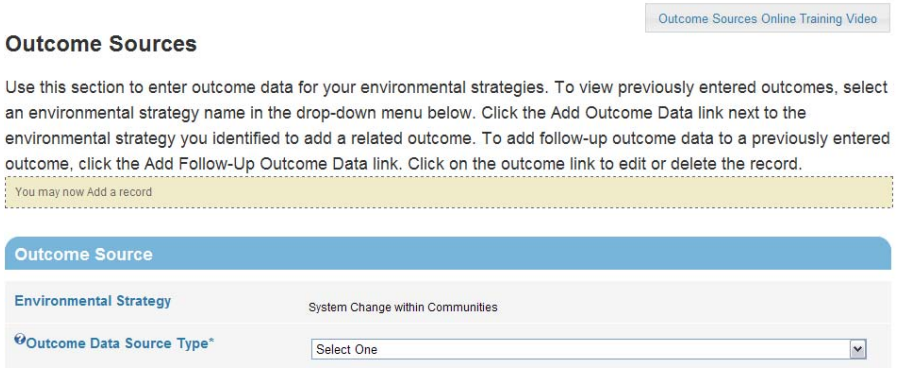
Adding Environmental Strategy Outcomes

1. Click **Implementation** from the main menu.
2. Click **Environmental Strategy Outcomes** from the submenu.
3. Select the environmental strategy from the **Environmental Strategy Name** dropdown menu.
   *Note: The Environmental Strategy Name populates with the information entered under the Indirect Service Planning section. The Planning Indirect Service must be an *Environmental Strategy*.
4. Click the (Add Outcome Data) **(Add Outcome Data)** link.


Home
Assessment
Capacity
Planning
Implementation
Evaluation
Data Tools
Administration
Home
Implementation
Environmental Strategy Outcomes
Environmental Strategy Outcomes Online Training Video
Environmental Strategy Outcomes
Use this section to enter outcome data for your environmental strategies. To view previously entered outcomes, select an environmental strategy name in the drop-down menu below. Click the Add Outcome Data link next to the environmental strategy you identified to add a related outcome. To add follow-up outcome data to a previously entered outcome, click the Add Follow-Up Outcome Data link. Click on the outcome link to edit or delete the record.
To view or edit previously entered data or add data for an Environmental Strategy, select an Environmental Strategy Name
Environmental Strategy Name:
System Change within Communities
Environmental Strategy Outcomes Record Listing
System Change within Communities (Add Outcome Data)
Add Outcome Data link

(This is a sample screenshot of the Environmental Strategy Outcomes Listing Page.)

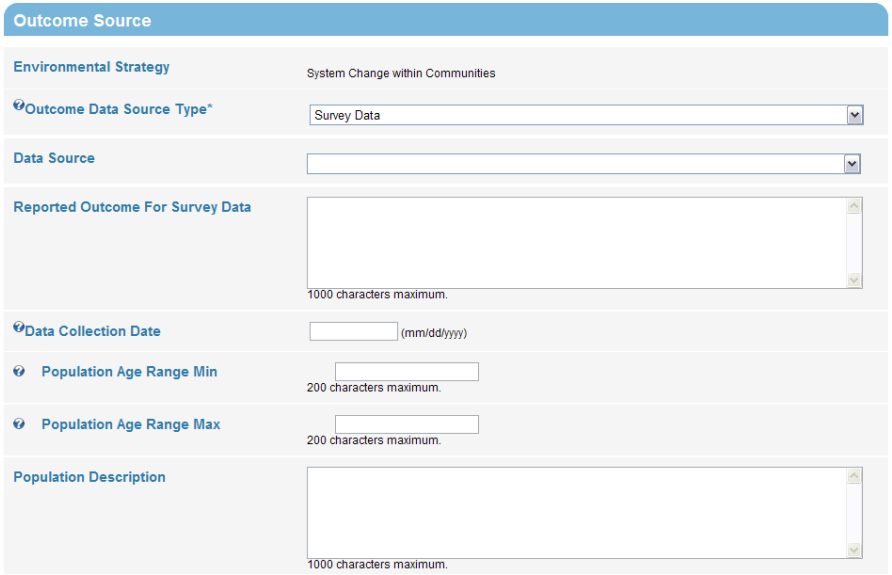
5. Select the outcome data source from the **Outcome Data Source Type** dropdown menu.


Outcome Sources Online Training Video
Outcome Sources
Use this section to enter outcome data for your environmental strategies. To view previously entered outcomes, select an environmental strategy name in the drop-down menu below. Click the Add Outcome Data link next to the environmental strategy you identified to add a related outcome. To add follow-up outcome data to a previously entered outcome, click the Add Follow-Up Outcome Data link. Click on the outcome link to edit or delete the record.
You may now Add a record
Outcome Source
Environmental Strategy
System Change within Communities
Outcome Data Source Type*
Select One

(This is a screenshot of the Outcome Sources Edit Form.)

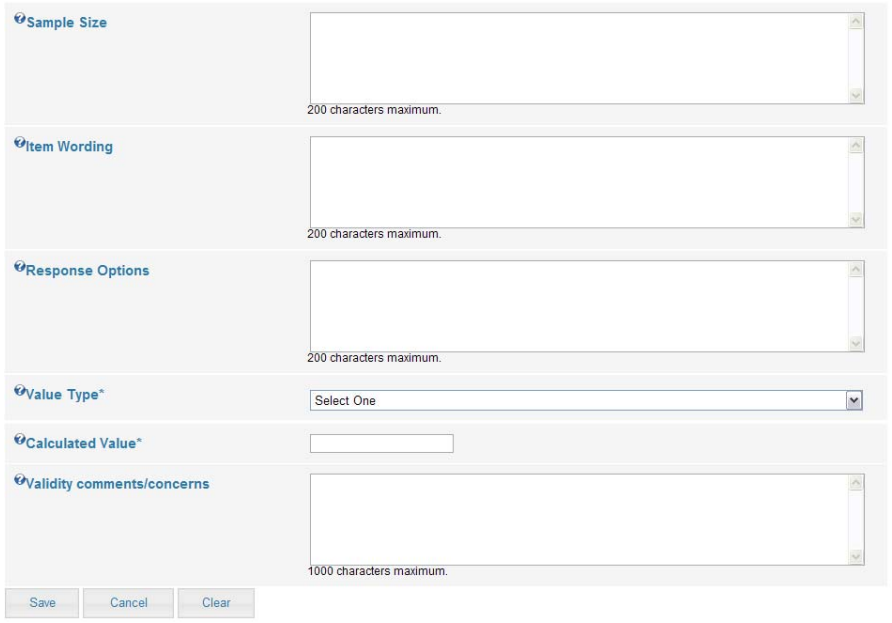
© KIT Solutions® 2012

6. If *Survey Data* is selected as the **Outcome Data Source Type**, use the following instructions:
    a. Select the survey used to collect the data for the measure from the **Data Source*** dropdown menu.
    b. Enter the outcome of the survey data in the **Reported Outcome For Survey Data** text box.
    c. Indicate the date in which the survey was conducted in the **Data Collection Date*** text box as mm/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
    d. Enter the minimum age of the population in the **Population Age Range Min** text box.
    e. Enter the maximum age of the population in the **Population Age Range Max** text box. This value must be greater than or equal to the Population Age Range Min.
    f. Enter a brief description of the population in the **Population Description** text box.



(This is a screenshot of the Outcome Sources Edit Form.)

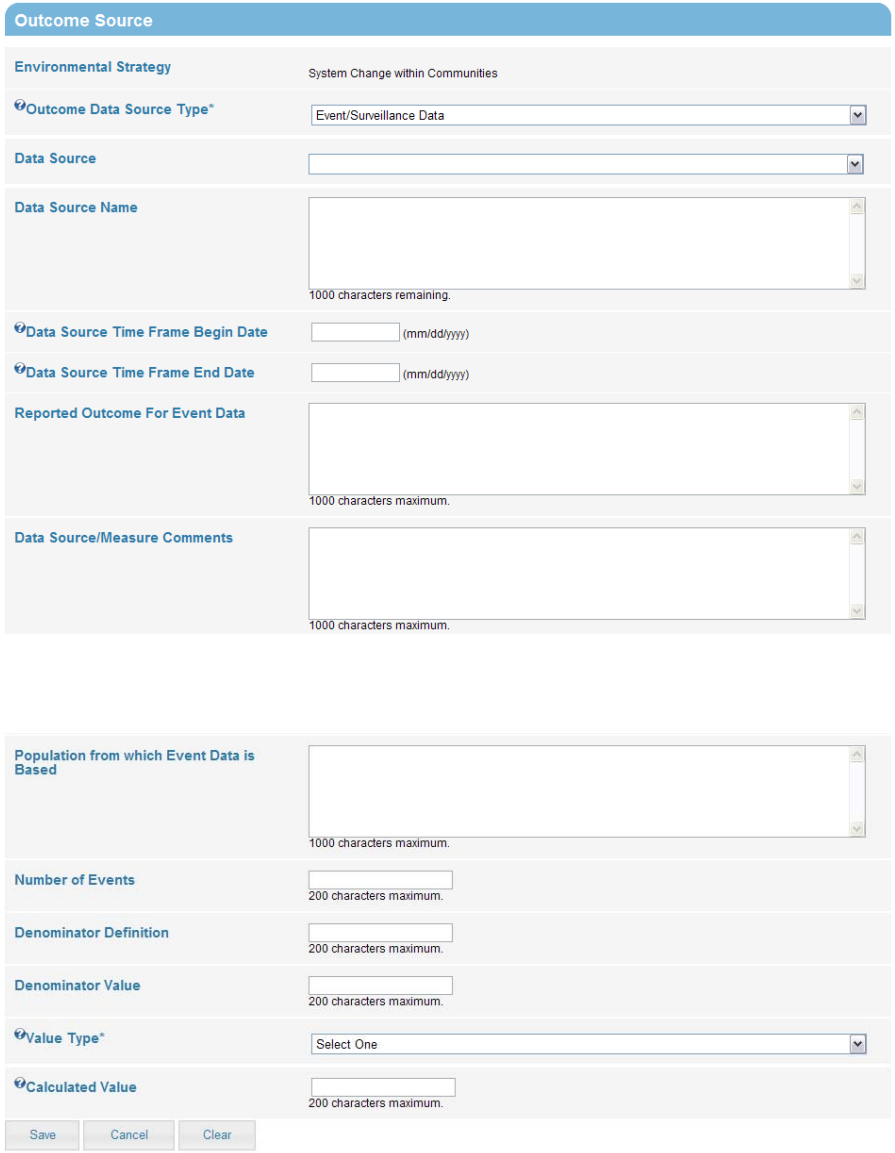
    g. Enter the number of persons who were drawn for the survey sample or who were recruited for participation in the survey in the **Sample Size** text box.
    h. Enter the survey item you are reporting data for in the **Item Wording** text box.
    i. Enter the response options for the survey item used for this measure in the **Response Options** text box.
    j. Select the type of number reported (e.g., percentage, means, rate) from the **Value Type** dropdown menu.
        i. If *Other* is selected, enter the name of the value type in the **Specify Other Value Type*** textbox.
    k. Enter the value of this measure of the community in the **Calculated Value** text box.
    l. Enter any comments or concerns regarding the validity in the **Validity comments/concerns** text box.



(This is a screenshot of the Outcome Sources Edit Form.)

© KIT Solutions® 2012

7. If *Event/Surveillance Data* is selected as the **Outcome Data Source Type**, use the following instructions:
    a. Select the survey used to collect the data for the measure from the **Data Source*** dropdown menu.
    b. Enter the name of the data source in the **Data Source Name** text box.
    c. Indicate the timeframe the data was collected as mm/dd/yyyy in two (2) fields: **Data Source Time Frame Begin Date*** and **Data Source Time Frame End Date*** or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
    d. Enter the outcome of the survey data in the **Reported Outcome For Event Data** text box.
    e. Enter any comments or concerns regarding the data source in the **Data Source/Measure Comments** text box.
    f. Enter the population the event was designed to represent for the measure in the **Population from which Event Data is Based** text box.
    g. Enter the number of event occurrences in the **Number of Events** text box.
    h. Enter the denominator definition for the measure in the **Denominator definition*** text box.
    i. Enter the denominator value for the measure in the **Denominator Value*** text box.
    j. Select the type of number reported (e.g., percentage, means, rate) from the **Value Type** dropdown menu.
        i. If *Other* is selected, enter the name of the value type in the **Specify Other Value Type*** textbox.
    k. Enter the calculated value of the measure in the **Calculated Value*** text box.
8. Click the Save (**Save**) button.
*Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a screenshot of the Outcome Sources Edit Form.)

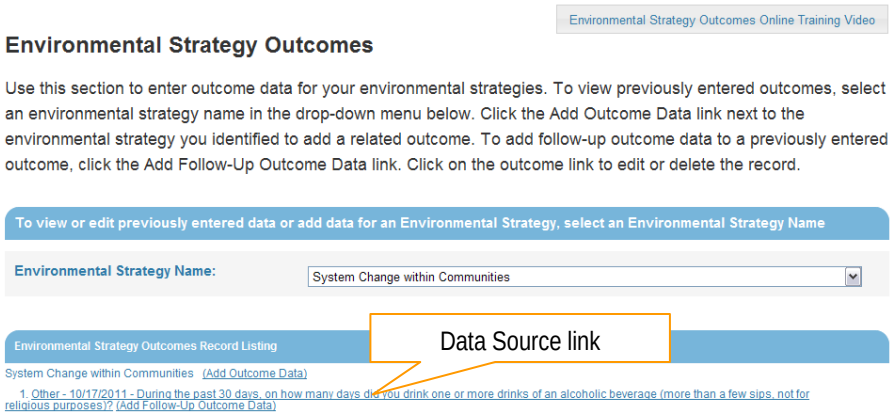
 © KIT Solutions® 2012

Editing Outcome Data

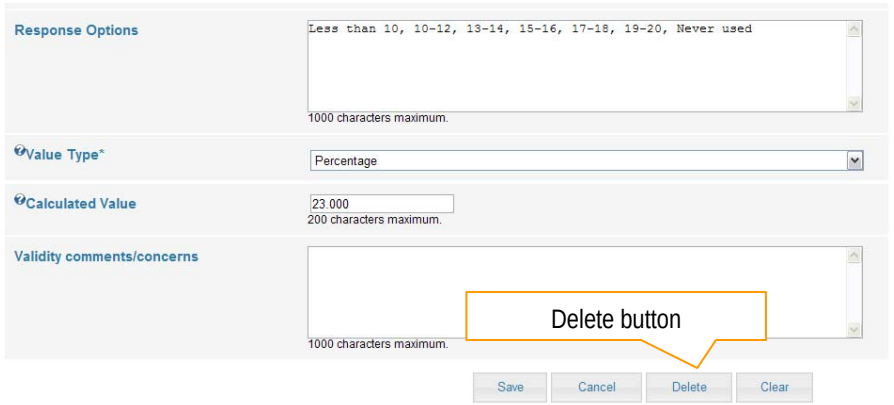
1. Click **Implementation** from the main menu.
2. Click **Environmental Strategy Outcomes** from the submenu.
3. Select the environmental strategy from the **Environmental Strategy Name** dropdown menu.
4. Select the data source you wish to edit by clicking the appropriate Data Source name.
5. Make any changes needed to the form.
6. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

Deleting Outcome Data

1. Click **Implementation** from the main menu.
2. Click **Environmental Strategy Outcomes** from the submenu.
3. Select the environmental strategy from the **Environmental Strategy Name** dropdown menu.
4. Select the data source you wish to delete by clicking the appropriate Data Source name.
5. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
   a. A message appears asking if you are sure. To confirm the deletion, click the **Yes** button or click **No** to cancel the deletion.
6. The record will be removed from the grid.


Environmental Strategy Outcomes Online Training Video
Environmental Strategy Outcomes
Use this section to enter outcome data for your environmental strategies. To view previously entered outcomes, select an environmental strategy name in the drop-down menu below. Click the Add Outcome Data link next to the environmental strategy you identified to add a related outcome. To add follow-up outcome data to a previously entered outcome, click the Add Follow-Up Outcome Data link. Click on the outcome link to edit or delete the record.
To view or edit previously entered data or add data for an Environmental Strategy, select an Environmental Strategy Name
Environmental Strategy Name:
System Change within Communities
Environmental Strategy Outcomes Record Listing
Data Source link
System Change within Communities (Add Outcome Data)
1. Other - 10/17/2011 - During the past 30 days, on how many days did you drink one or more drinks of an alcoholic beverage (more than a few sips, not for religious purposes)? (Add Follow-Up Outcome Data)

Sample screenshot displaying the Environmental Strategy Outcomes Listing Page

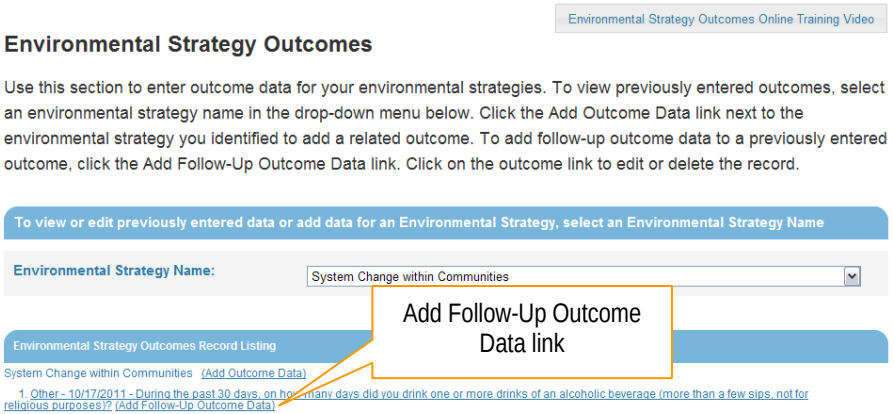


Sample screenshot displaying the Outcomes Sources Edit Form – this is a partial screenshot

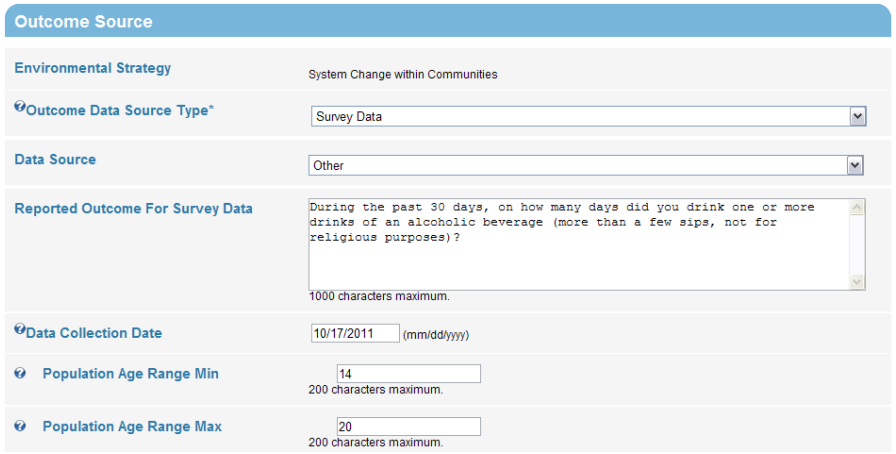
© KIT Solutions® 2012

Adding Follow-Up Outcomes

1. Click **Implementation** from the main menu.
2. Click **Environmental Strategy Outcomes** from the submenu.
3. Select the environmental strategy from the **Environmental Strategy Name** dropdown menu.
4. Click the (Add Follow-Up Outcome Data) (**Add Follow-Up Outcome Data**) link located to the right of the appropriate Data Source.


Environmental Strategy Outcomes Online Training Video
Environmental Strategy Outcomes
Use this section to enter outcome data for your environmental strategies. To view previously entered outcomes, select an environmental strategy name in the drop-down menu below. Click the Add Outcome Data link next to the environmental strategy you identified to add a related outcome. To add follow-up outcome data to a previously entered outcome, click the Add Follow-Up Outcome Data link. Click on the outcome link to edit or delete the record.
To view or edit previously entered data or add data for an Environmental Strategy, select an Environmental Strategy Name
Environmental Strategy Name:
System Change within Communities
Add Follow-Up Outcome Data link
Environmental Strategy Outcomes Record Listing
System Change within Communities (Add Outcome Data)
1. Other - 10/17/2011 - During the past 30 days, on how many days did you drink one or more drinks of an alcoholic beverage (more than a few sips, not for religious purposes)? (Add Follow-Up Outcome Data)

Sample screenshot displaying the Environmental Strategy Outcomes Listing Page



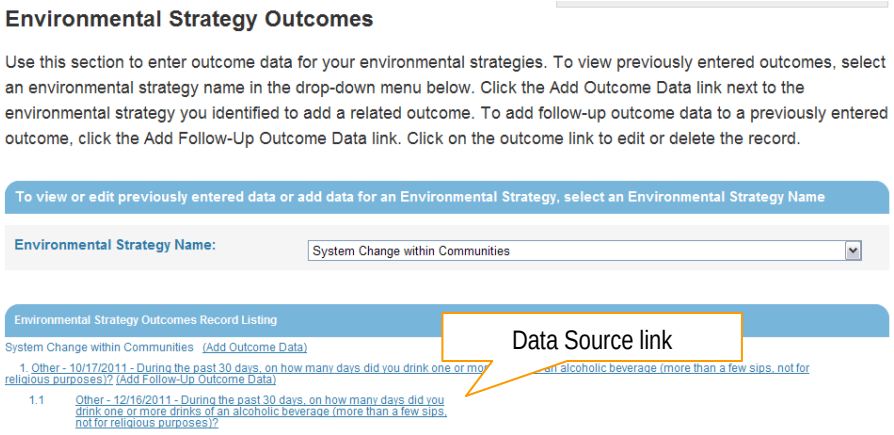
Sample screenshot displaying the Outcome Source Edit Form – this is a partial screenshot

5. The fields will be pre-populated for you based on the Outcome Data Source details.
6. Make any changes needed to the form.
7. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

© KIT Solutions® 2012

Editing a Follow-Up Outcome Data

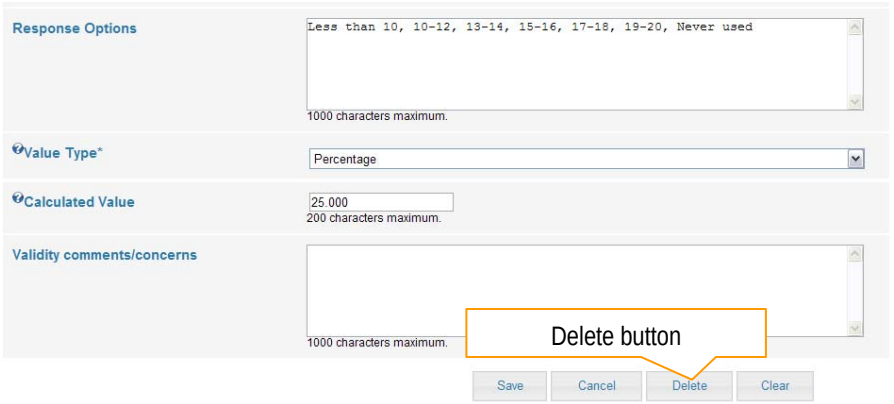
1. Click **Implementation** from the main menu.
2. Click **Environmental Strategy Outcomes** from the submenu.
3. Select the environmental strategy from the **Environmental Strategy Name** dropdown menu.
4. Select the follow-up data source you wish to edit by clicking the appropriate Data Source name.
5. Make any changes needed to the form.
6. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Environmental Strategy Outcomes
Use this section to enter outcome data for your environmental strategies. To view previously entered outcomes, select an environmental strategy name in the drop-down menu below. Click the Add Outcome Data link next to the environmental strategy you identified to add a related outcome. To add follow-up outcome data to a previously entered outcome, click the Add Follow-Up Outcome Data link. Click on the outcome link to edit or delete the record.
To view or edit previously entered data or add data for an Environmental Strategy, select an Environmental Strategy Name
Environmental Strategy Name:
System Change within Communities
Environmental Strategy Outcomes Record Listing
System Change within Communities (Add Outcome Data)
1. Other - 10/17/2011 - During the past 30 days, on how many days did you drink one or mo
an alcoholic beverage (more than a few sips, not for religious purposes)? (Add Follow-Up Outcome Data)
1.1 Other - 12/16/2011 - During the past 30 days, on how many days did you drink one or more drinks of an alcoholic beverage (more than a few sips, not for religious purposes)?
Data Source link

Sample screenshot displaying the Environmental Strategy Outcomes Listing Page

Deleting a Follow-Up Outcome Data

1. Click **Implementation** from the main menu.
2. Click **Environmental Strategy Outcomes** from the submenu.
3. Select the environmental strategy from the **Environmental Strategy Name** dropdown menu.
4. Select the follow-up data source you wish to delete by clicking the appropriate Data Source name.
5. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry
   a. A message appears asking if you are sure. To confirm the deletion, click the **Yes** button or click **No** to cancel the deletion.
6. The record will be removed from the grid.



Sample screenshot displaying the Follow-up Outcome Source Edit Form – this is a partial screenshot

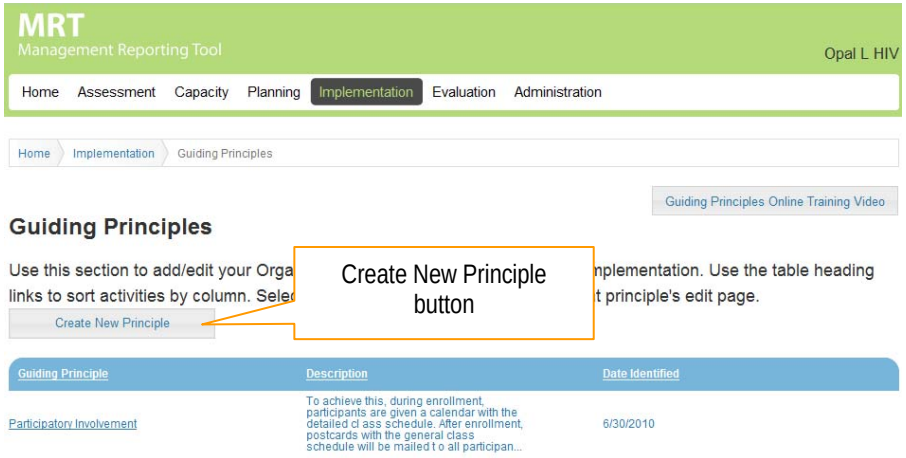
© KIT Solutions® 2012

Guiding Principles

Use this section to add/edit your Organization's Guiding Principles related to Implementation

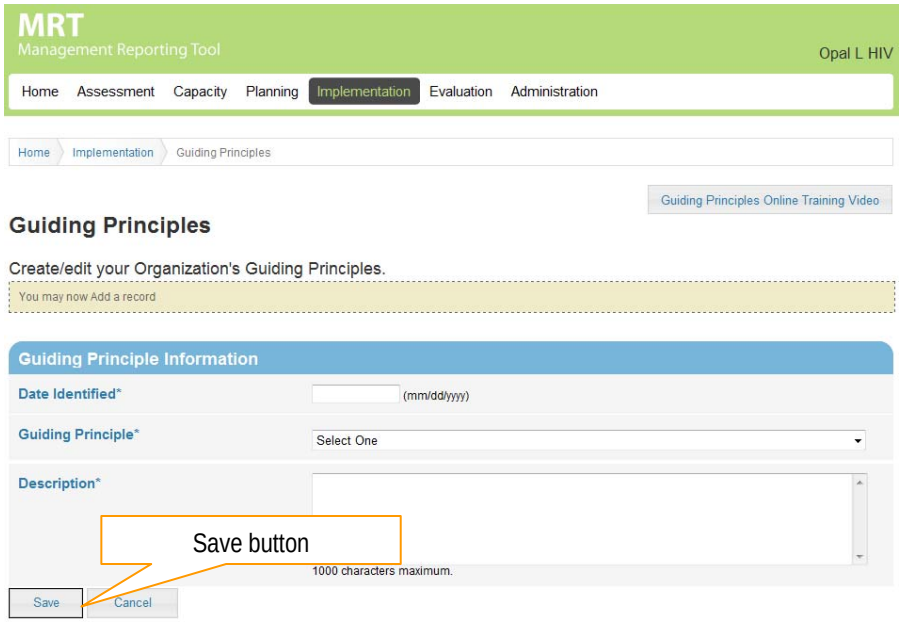
Adding Guiding Principles

1. Click **Implementation** from the main menu.
2. Click **Guiding Principles** from the submenu.
3. Click the Create New Principle (**Create New Principle**) button.



(This is a sample screenshot of the Guiding Principles Listing Page.)

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Select name for the guiding principle from the **Guiding Principle*** dropdown box.
6. Enter details about this guiding principle in the **Description*** text box.
7. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

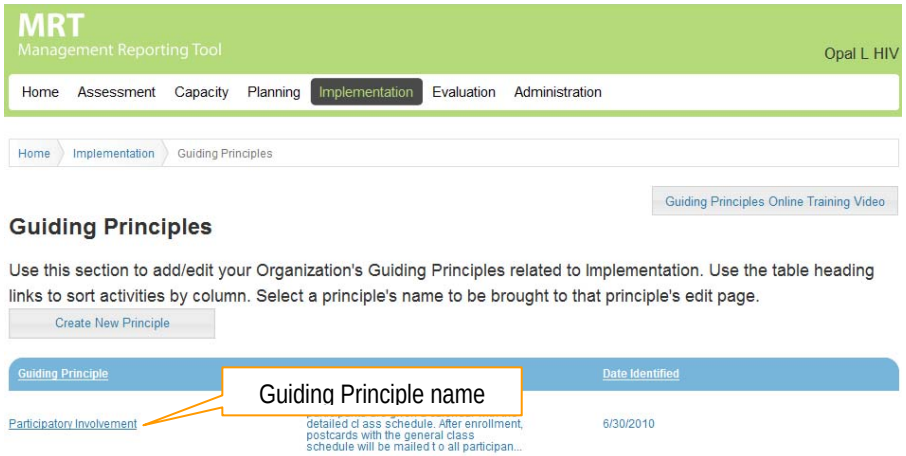


(This is a screenshot of the Guiding Principles Edit Form.)

© KIT Solutions® 2012

Editing Guiding Principles

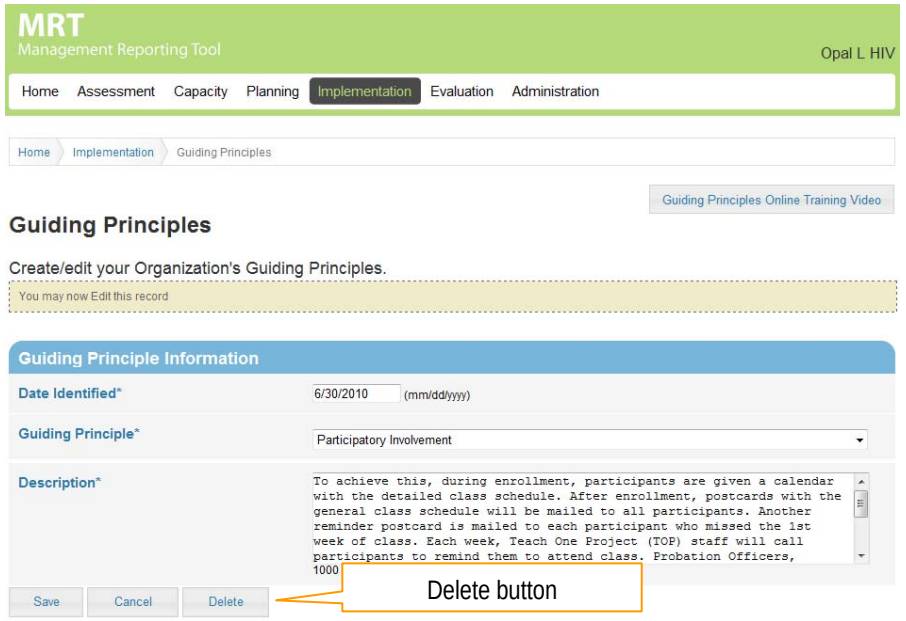
1. Click **Implementation** from the main menu
2. Click **Guiding Principles** from the submenu.
3. From the listing page, select the guiding principle you wish to edit by clicking the Guiding Principle name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Implementation Guiding Principles
Guiding Principles Online Training Video
Guiding Principles
Use this section to add/edit your Organization's Guiding Principles related to Implementation. Use the table heading links to sort activities by column. Select a principle's name to be brought to that principle's edit page.
Create New Principle
Guiding Principle
Date Identified
Guiding Principle name
Participatory Involvement
6/30/2010

(This is a sample screenshot of the Guiding Principles Listing Page.)

Deleting Guiding Principles

1. Click **Implementation** from the main menu
2. Click **Guiding Principles** from the submenu.
3. From the listing page, select the guiding principle you wish to delete by clicking the Guiding Principle name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


MRT
Management Reporting Tool
Opal L HIV
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Implementation Guiding Principles
Guiding Principles Online Training Video
Guiding Principles
Create/edit your Organization's Guiding Principles.
You may now Edit this record
Guiding Principle Information
Date Identified*
6/30/2010 (mm/dd/yyyy)
Guiding Principle*
Participatory Involvement
Description*
To achieve this, during enrollment, participants are given a calendar with the detailed class schedule. After enrollment, postcards with the general class schedule will be mailed to all participants. Another reminder postcard is mailed to each participant who missed the 1st week of class. Each week, Teach One Project (TOP) staff will call participants to remind them to attend class. Probation Officers,
1000
Save
Cancel
Delete
Delete button

(This is a sample screenshot of the Guiding Principles Edit Form.)

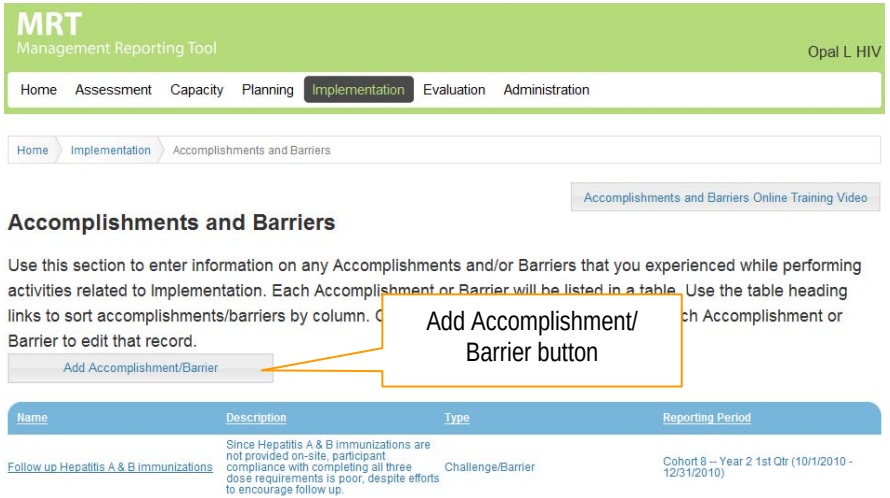
© KIT Solutions® 2012

Accomplishments and Barriers

Use this section to enter information on any Accomplishments and Barriers that you experienced while performing activities related to Implementation.

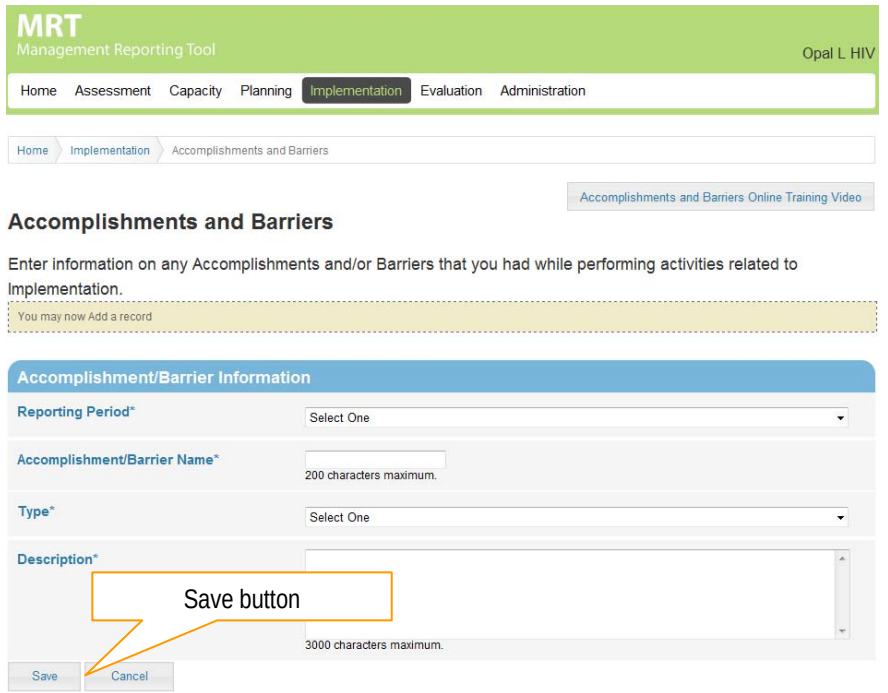
Adding an Accomplishment or Barrier

1. Click **Implementation** from the main menu.
2. Click **Accomplishments and Barriers** from the submenu.
3. Click the Add Accomplishment/Barrier (**Add Accomplish/Barrier**) button.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Implementation. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column.
Barrier to edit that record.
Add Accomplishment/Barrier
Add Accomplishment/ Barrier button
Name
Description
Type
Reporting Period
Follow up Hepatitis A & B immunizations
Since Hepatitis A & B immunizations are not provided on-site, participant compliance with completing all three dose requirements is poor, despite efforts to encourage follow up.
Challenge/Barrier
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)

(This is a sample screenshot of the Accomplishments and Barriers Listing Page.)

4. Select the reporting period when this accomplishment or barrier occurred from the **Reporting Period*** dropdown menu.
5. Enter a name for the accomplishment or barrier in the **Accomplishment/Barrier Name*** text box.
6. Select *Accomplishment* or *Challenge/Barrier* from the **Type*** dropdown menu.
7. Enter details about this accomplishment or barrier in the **Description*** text box
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

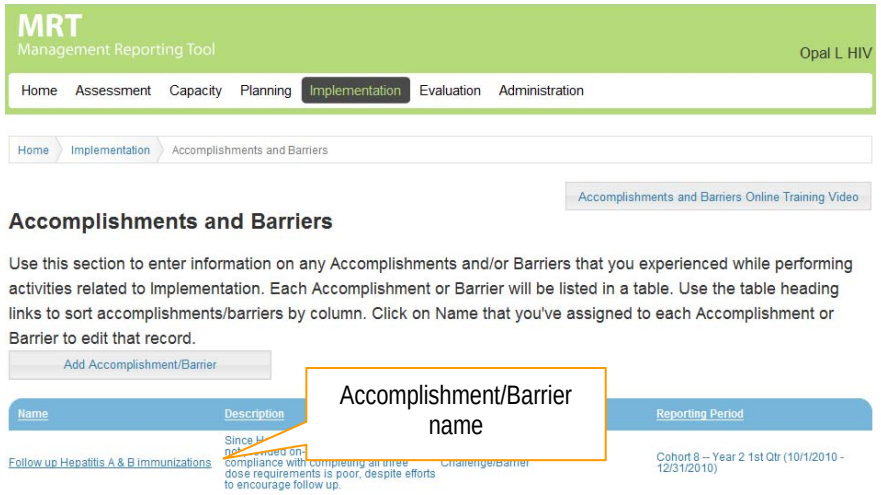


(This is a screenshot of the Accomplishments and Barriers Edit Form.)

© KIT Solutions® 2012

Editing Accomplishments and Barriers

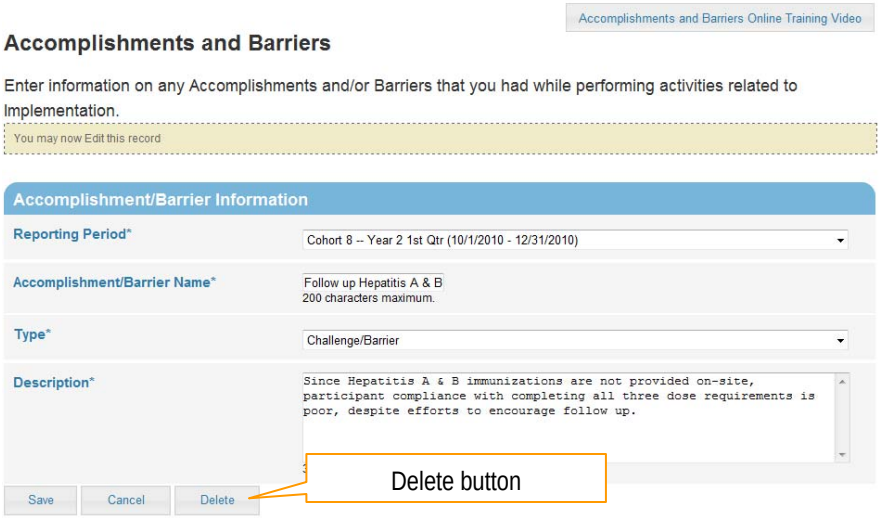
1. Click **Implementation** from the main menu
2. Click **Accomplishments and Barriers** from the submenu.
3. From the listing page, select the accomplishment or barrier you wish to edit by clicking the accomplishment/barrier Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Implementation. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit that record.
Add Accomplishment/Barrier
Accomplishment/Barrier name
Name
Description
Reporting Period
Follow up Hepatitis A & B immunizations
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)

(This is a sample screenshot of the Accomplishments and Barriers Listing Page.)

Deleting Accomplishments and Barriers

1. Click **Implementation** from the main menu.
2. Click **Accomplishments and Barriers** from the submenu.
3. From the listing page, select the accomplishment or barrier you wish to delete by clicking the accomplishment/barrier Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Enter information on any Accomplishments and/or Barriers that you had while performing activities related to Implementation.
You may now Edit this record
Accomplishment/Barrier Information
Reporting Period*
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)
Accomplishment/Barrier Name*
Follow up Hepatitis A & B
200 characters maximum.
Type*
Challenge/Barrier
Description*
Since Hepatitis A & B immunizations are not provided on-site, participant compliance with completing all three dose requirements is poor, despite efforts to encourage follow up.
Save
Cancel
Delete
Delete button

(This is a sample screenshot of the Accomplishments and Barriers Edit Form.)

© KIT Solutions® 2012

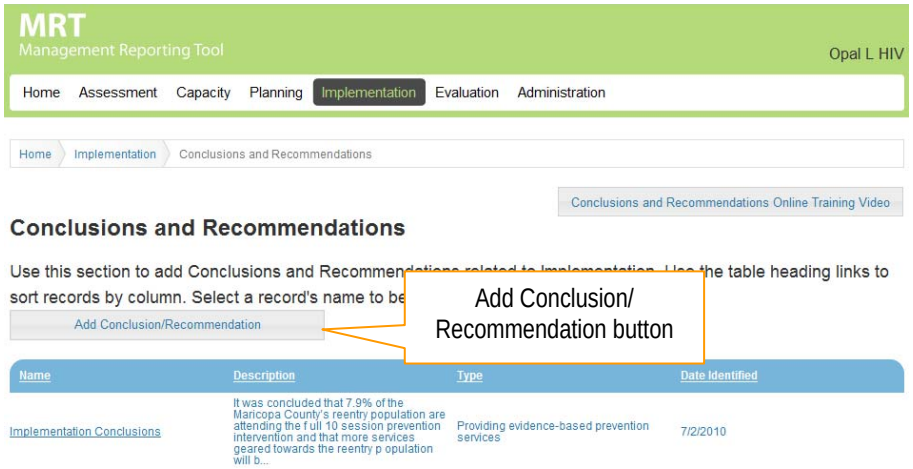
Conclusions and Recommendations

Use this section to add Conclusions and Recommendations related to Implementation.

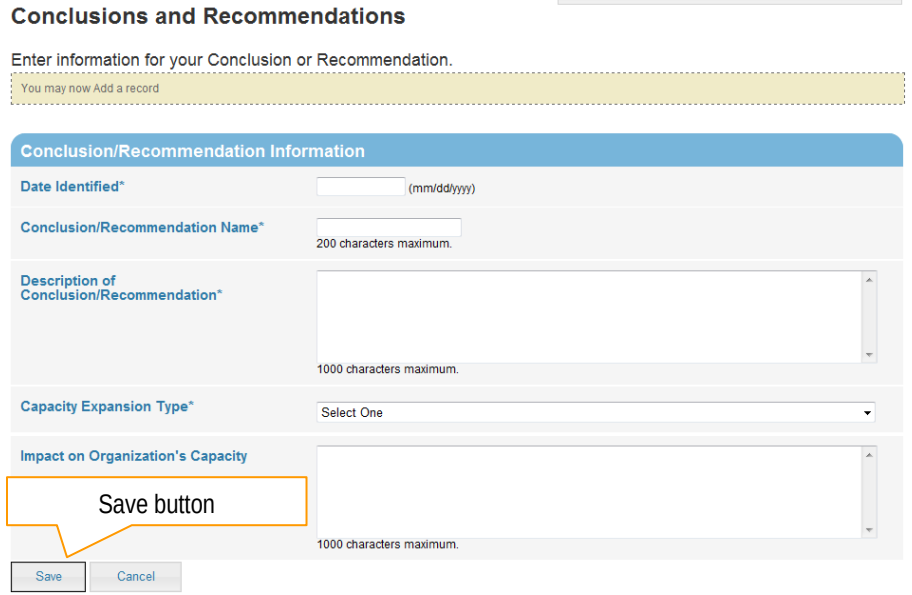
Adding Conclusion and Recommendations

1. Click **Implementation** from the main menu.
2. Click **Conclusions and Recommendations** from the submenu.
3. Click Add Conclusion/Recommendation the (**Add Conclusions/Recommendations**) button.

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Enter a name of the conclusion or recommendation in the **Conclusion/Recommendation Name*** text box.
6. Enter details about this conclusion/recommendation in the **Description of Conclusion/Recommendation*** text box.
7. Select the capacity expansion type from the **Capacity Expansion Type*** text box.
    a. If *Other* is selected, enter the **Other Capacity Expansion Type*** text box.
8. Enter details about how this objective will have an **Impact of Organization's Capacity**.
9. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Conclusions and Recommendations
Conclusions and Recommendations Online Training Video
Conclusions and Recommendations
Use this section to add Conclusions and Recommendations related to Implementation. Use the table heading links to sort records by column. Select a record's name to be
Add Conclusion/Recommendation
Add Conclusion/ Recommendation button
Name
Description
Type
Date Identified
Implementation Conclusions
It was concluded that 7.9% of the Maricopa County's reentry population are attending the f ull 10 session prevention intervention and that more services geared towards the reentry p opulation will b...
Providing evidence-based prevention services
7/2/2010

(This is a sample screenshot of the Conclusions and Recommendations Listing Page.)

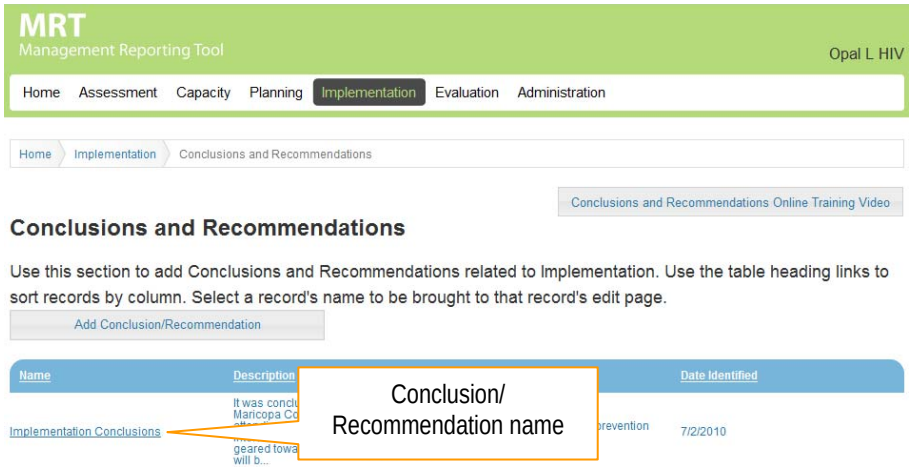


(This is a screenshot of the Conclusions and Recommendations Edit Form.)

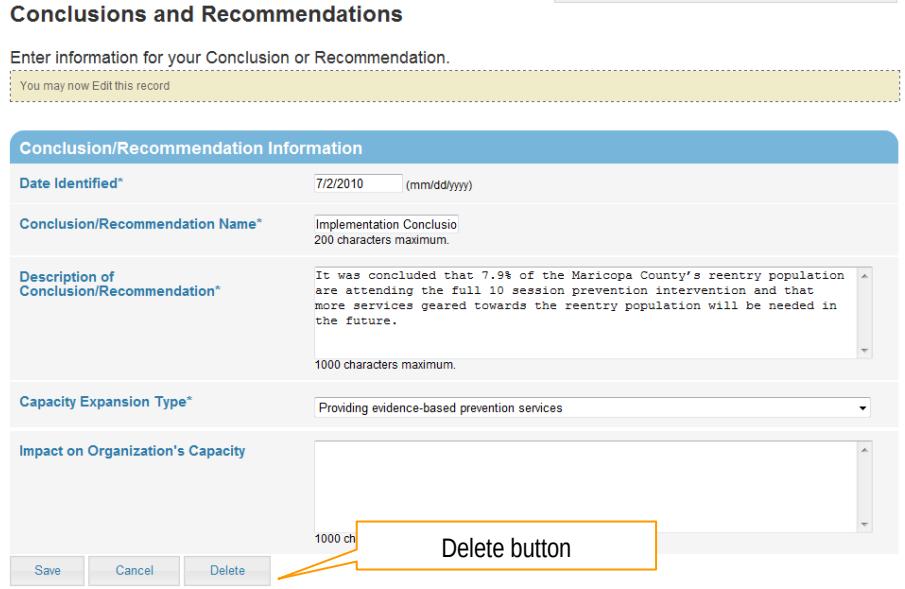
© KIT Solutions® 2012

Editing Conclusions and Recommendations

1. Click **Implementation** from the main menu.
2. Click **Conclusions and Recommendations** from the submenu.
3. From the listing page, select the conclusions and recommendations you wish to edit by clicking the conclusions and recommendations Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a sample screenshot of the Conclusions and Recommendations Listing Page.)


Conclusions and Recommendations
Enter information for your Conclusion or Recommendation.
You may now Edit this record
Conclusion/Recommendation Information
Date Identified*
7/2/2010
(mm/dd/yyyy)
Conclusion/Recommendation Name*
Implementation Conclusio
200 characters maximum.
Description of Conclusion/Recommendation*
It was concluded that 7.9% of the Maricopa County's reentry population are attending the full 10 session prevention intervention and that more services geared towards the reentry population will be needed in the future.
1000 characters maximum.
Capacity Expansion Type*
Providing evidence-based prevention services
Impact on Organization's Capacity
Save
Cancel
Delete
Delete button

(This is a sample screenshot of the Conclusions and Recommendations Edit Form.)

Deleting Conclusions and Recommendations

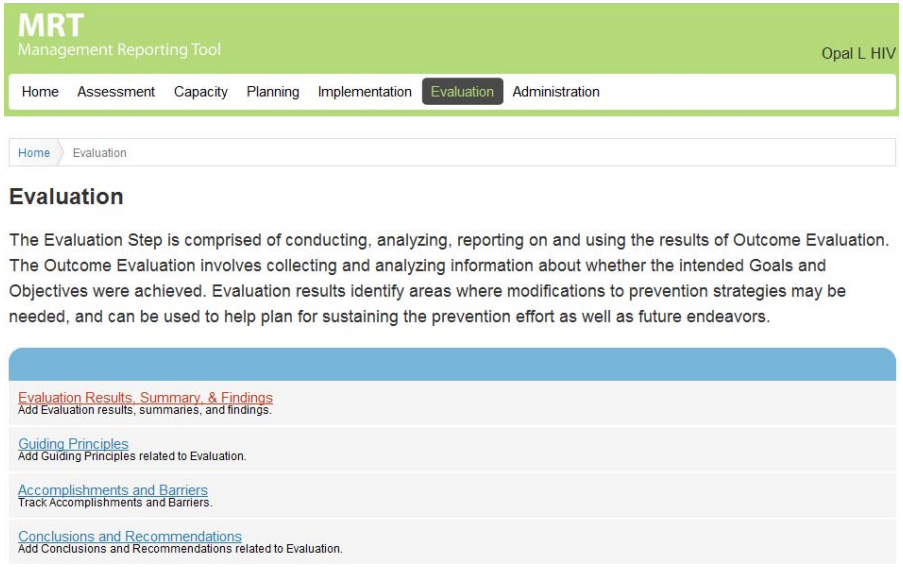
1. Click **Implementation** from the main menu.
2. Click **Conclusions and Recommendations** from the submenu.
3. From the listing page, select the conclusions and recommendations you wish to delete by clicking the conclusions and recommendations Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.

© KIT Solutions® 2012

EVALUATION

Within the Evaluation module, a user is able to perform the following tasks:

1. View your historical Evaluation Results, Summary, and Findings.
2. Enter, edit and delete Evaluation Results, Summary, and Findings.
3. Enter, edit and delete Guiding Principles.
4. Enter, edit and delete Accomplishments and Barriers.
5. Enter, edit and delete Conclusions and Recommendations.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Evaluation
The Evaluation Step is comprised of conducting, analyzing, reporting on and using the results of Outcome Evaluation. The Outcome Evaluation involves collecting and analyzing information about whether the intended Goals and Objectives were achieved. Evaluation results identify areas where modifications to prevention strategies may be needed, and can be used to help plan for sustaining the prevention effort as well as future endeavors.
Evaluation Results, Summary, & Findings
Add Evaluation results, summaries, and findings.
Guiding Principles
Add Guiding Principles related to Evaluation.
Accomplishments and Barriers
Track Accomplishments and Barriers.
Conclusions and Recommendations
Add Conclusions and Recommendations related to Evaluation.

(This is a screenshot of the Evaluation Landing Page.)

© KIT Solutions® 2012

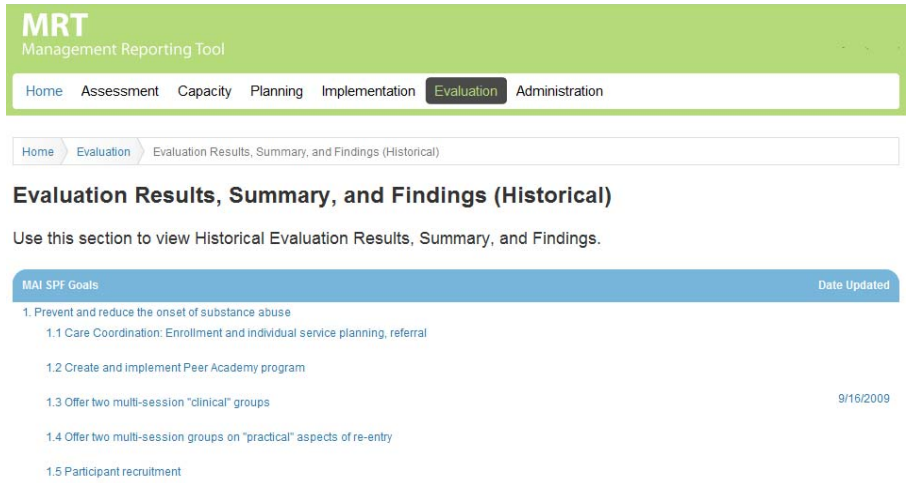
Evaluation Results, Summary and Findings (Historical)

Use this section to view your historical evaluation results, summary and findings.

*Note: This section is available only for cohort 7 grants.

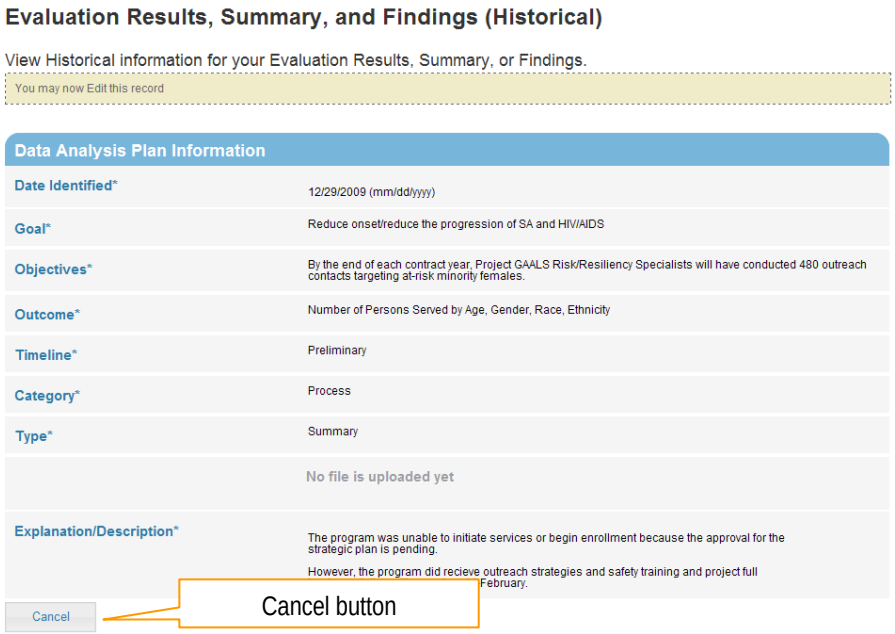
Viewing Historical Evaluation Results, Summary and Findings

1. Click **Evaluation** from the main menu.
2. Click **Evaluation Results, Summary, and Findings (Historical)** from the submenu.
3. From the listing page, select the result you wish to view by clicking the evaluation results name.



(This is a sample screenshot of the Evaluation Results, Summary, and Findings (Historical) Listing Page.)

4. The details of the evaluation result will appear.
   *Note: Changes cannot be made to Historical Evaluation Results, Summary and Findings.
5. To return to the list of Evaluation Results, Summary and Findings, click the Cancel (**Cancel**) button at the bottom of the page.


Evaluation Results, Summary, and Findings (Historical)
View Historical information for your Evaluation Results, Summary, or Findings.
You may now Edit this record
Data Analysis Plan Information
Date Identified*
12/29/2009 (mm/dd/yyyy)
Goal*
Reduce onset/reduce the progression of SA and HIV/AIDS
Objectives*
By the end of each contract year, Project GAALS Risk/Resiliency Specialists will have conducted 480 outreach contacts targeting at-risk minority females.
Outcome*
Number of Persons Served by Age, Gender, Race, Ethnicity
Timeline*
Preliminary
Category*
Process
Type*
Summary
No file is uploaded yet
Explanation/Description*
The program was unable to initiate services or begin enrollment because the approval for the strategic plan is pending.
However, the program did recieve outreach strategies and safety training and project full
February.
Cancel
Cancel button

(This is a sample screenshot of the Outreach and Recruitment Activities Historical Form.)

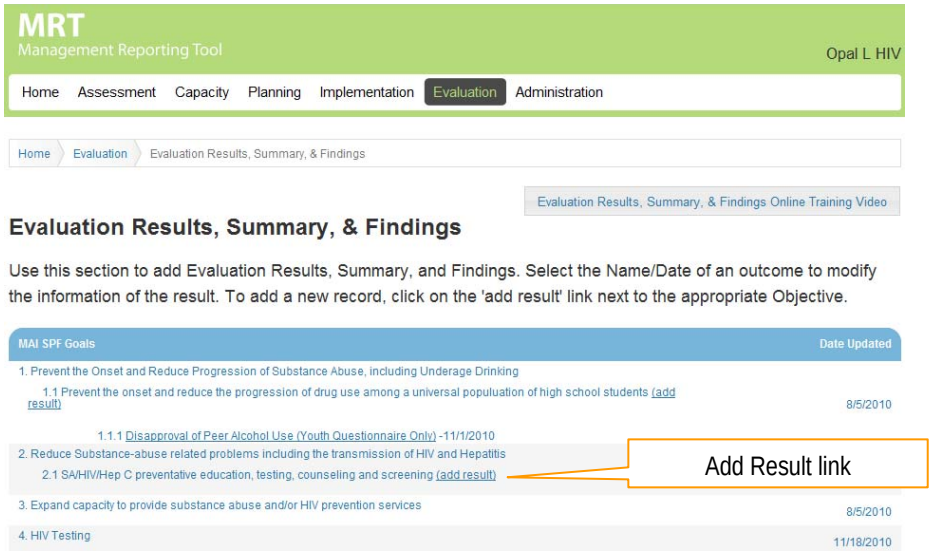
© KIT Solutions® 2012

Evaluation Results, Summary, & Findings

Use this section to add Evaluation Results, Summary, and Findings.

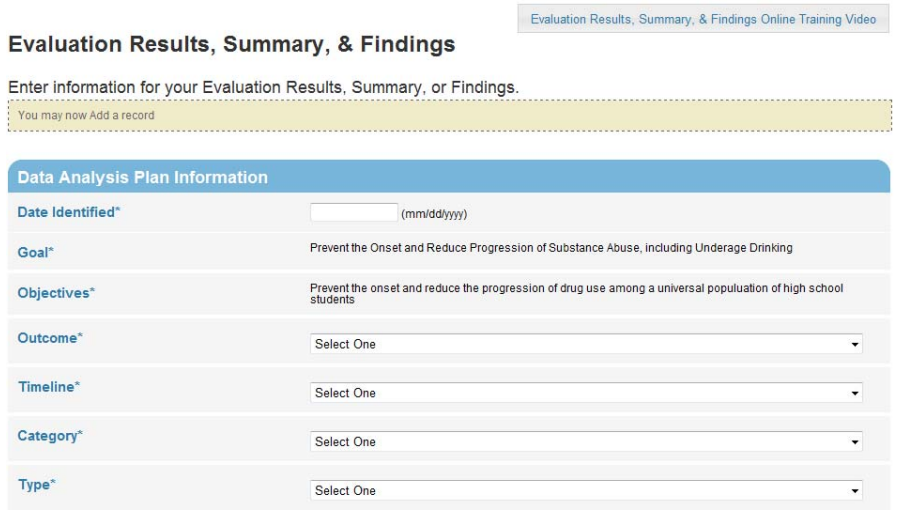
Adding Evaluation Results, Summary, & Findings

1. Click **Implementation** from the main menu.
2. Click **Evaluation Results, Summary, and Findings** from the submenu.
3. Click the (add result) (**Add Result**) link next to the appropriate objective.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Evaluation Results, Summary, & Findings
Evaluation Results, Summary, & Findings Online Training Video
Evaluation Results, Summary, & Findings
Use this section to add Evaluation Results, Summary, and Findings. Select the Name/Date of an outcome to modify the information of the result. To add a new record, click on the 'add result' link next to the appropriate Objective.
MAI SPF Goals
Date Updated
1. Prevent the Onset and Reduce Progression of Substance Abuse, including Underage Drinking
1.1 Prevent the onset and reduce the progression of drug use among a universal populuation of high school students (add result)
8/5/2010
1.1.1 Disapproval of Peer Alcohol Use (Youth Questionnaire Only) -11/1/2010
2. Reduce Substance-abuse related problems including the transmission of HIV and Hepatitis
2.1 SA/HIV/Hep C preventative education, testing, counseling and screening (add result)
Add Result link
3. Expand capacity to provide substance abuse and/or HIV prevention services
8/5/2010
4. HIV Testing
11/18/2010

(This is a sample screenshot of the Evaluation Results, Summary and Findings Listing Page.)

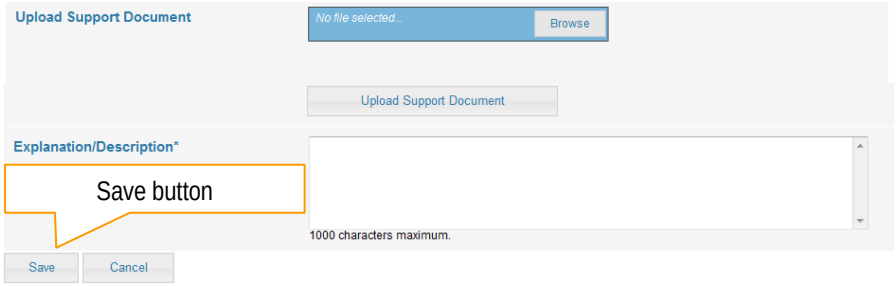
4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. The **Goal* and Objective*** fields display the goal and objective you are attaching the results to.
6. Select the outcome you wish to attach this evaluation results to from the **Outcome*** dropdown menu.
7. Select the timeline for this evaluation from the **Timeline*** dropdown menu.
8. Select the category for this evaluation from the **Category*** dropdown menu.
9. Select a type for this evaluation from the **Type*** dropdown menu.


Evaluation Results, Summary, & Findings Online Training Video
Evaluation Results, Summary, & Findings
Enter information for your Evaluation Results, Summary, or Findings.
You may now Add a record
Data Analysis Plan Information
Date Identified*
(mm/dd/yyyy)
Goal*
Prevent the Onset and Reduce Progression of Substance Abuse, including Underage Drinking
Objectives*
Prevent the onset and reduce the progression of drug use among a universal populuation of high school students
Outcome*
Select One
Timeline*
Select One
Category*
Select One
Type*
Select One

(This is a sample screenshot of the Evaluation Results, Summary and Findings Edit Form.)

© KIT Solutions® 2012

10. To Upload a Supporting Document, perform the following steps:
    a. Click the Browse (**Browse**) button.
    b. Select the document you wish up upload. Click **Open**. The file path will now appear next to Upload a File.
    *Note: For instruction on how to view the uploaded document see Editing Evaluation Results, Summary, & Findings.
    c. Click the Upload Support Document (**Upload Support Document**) button.
11. Enter details about this evaluation in the **Explanation/Description*** text box.
12. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.

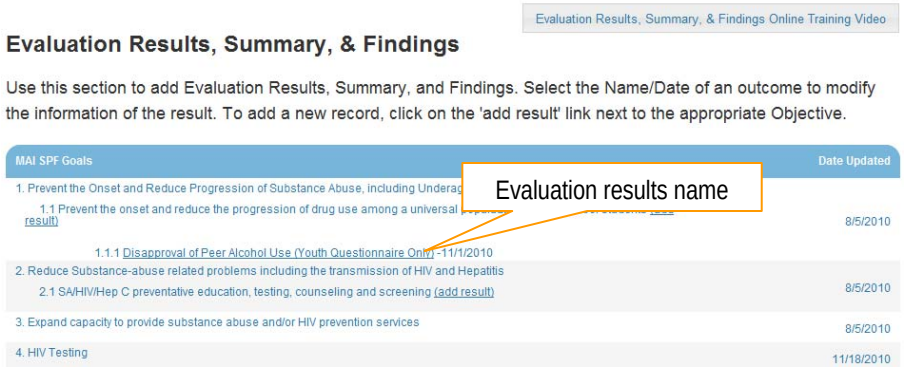


(This is a sample screenshot of the Evaluation Results, Summary and Findings Edit Form.)

 © KIT Solutions® 2012

Editing Evaluation Results, Summary, & Findings

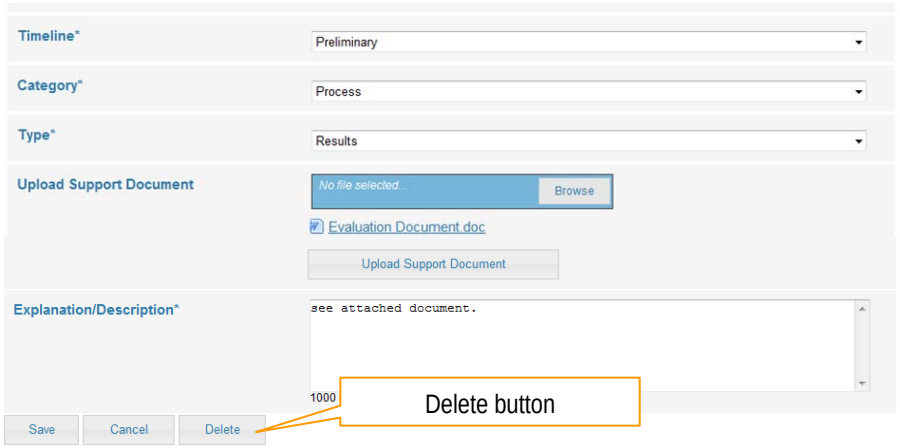
1. Click **Evaluation** from the main menu
2. Click **Evaluation Results, Summary, and Findings** from the submenu.
3. From the listing page, select the evaluation results or barrier you wish to edit by clicking the evaluation results name. The details will appear in Edit Mode.
4. To view the document that has been uploaded, simply click the link of the name of the document.
5. Make any changes needed to the form.
6. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Evaluation Results, Summary, & Findings Online Training Video
Evaluation Results, Summary, & Findings
Use this section to add Evaluation Results, Summary, and Findings. Select the Name/Date of an outcome to modify the information of the result. To add a new record, click on the 'add result' link next to the appropriate Objective.
MAI SPF Goals
Date Updated
Evaluation results name
1. Prevent the Onset and Reduce Progression of Substance Abuse, including Underag
1.1 Prevent the onset and reduce the progression of drug use among a universal
result)
8/5/2010
1.1.1 Disapproval of Peer Alcohol Use (Youth Questionnaire Only) - 11/1/2010
2. Reduce Substance-abuse related problems including the transmission of HIV and Hepatitis
2.1 SA/HIV/Hep C preventative education, testing, counseling and screening (add result)
8/5/2010
3. Expand capacity to provide substance abuse and/or HIV prevention services
8/5/2010
4. HIV Testing
11/18/2010

(This is a sample screenshot of the Evaluation Results, Summary and Findings Listing Page.)

Deleting Evaluation Results, Summary, & Findings

1. Click **Evaluation** from the main menu
2. Click **Evaluation Results, Summary, and Findings** from the submenu.
3. From the listing page, select the evaluation results you wish to delete by clicking the evaluation results name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



(This is a sample screenshot of the Evaluation Results, Summary and Findings Edit Form.)

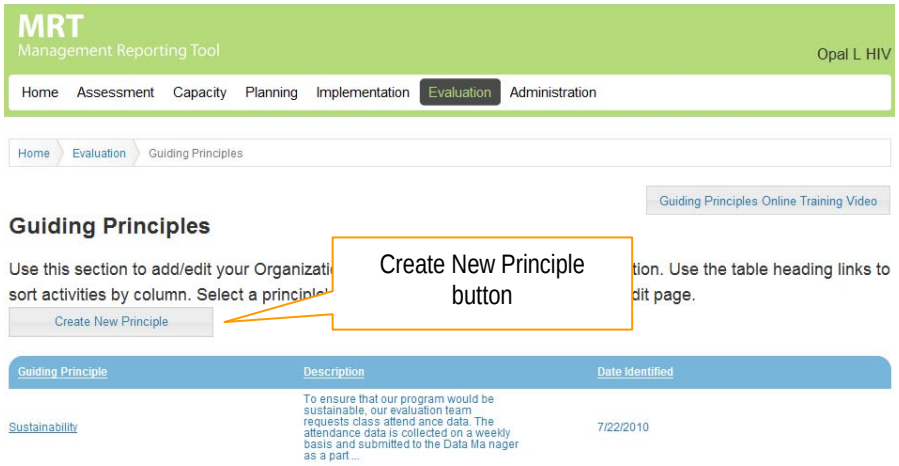
© KIT Solutions® 2012

Guiding Principles

Use this section to add/edit your Organization's Guiding Principles related to Evaluation

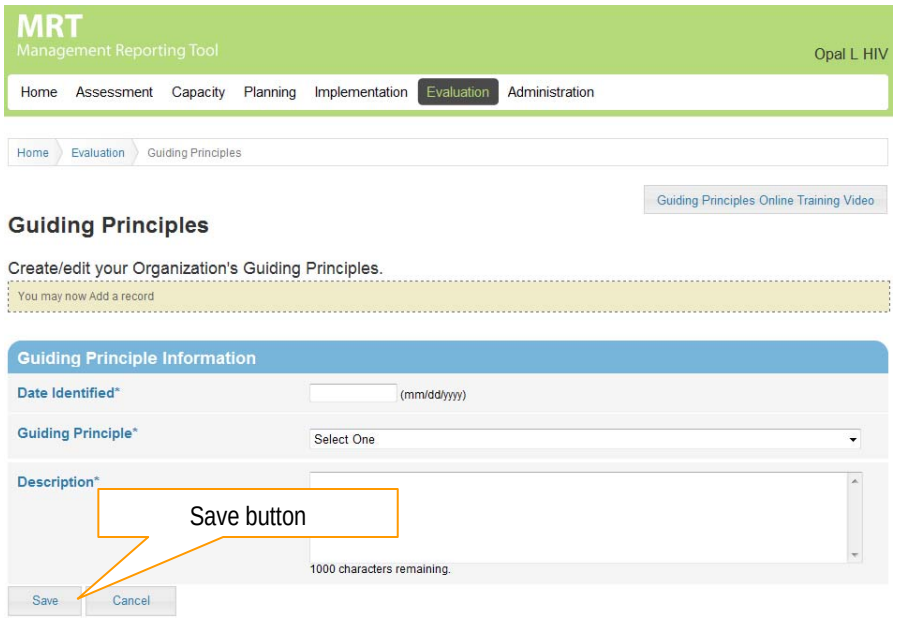
Adding Guiding Principles

1. Click **Evaluation** from the main menu.
2. Click **Guiding Principles** from the submenu.
3. Click the Create New Principle (**Create New Principle**) button.



(This is a sample screenshot of the Guiding Principles Listing Page.)

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Select name for the guiding principle from the **Guiding Principle*** dropdown menu.
6. Enter details about this guiding principle in the **Description*** text box.
7. Click the Save (**Save**) button.
   ***Note:** Click the Cancel (**Cancel**) button to cancel this entry.

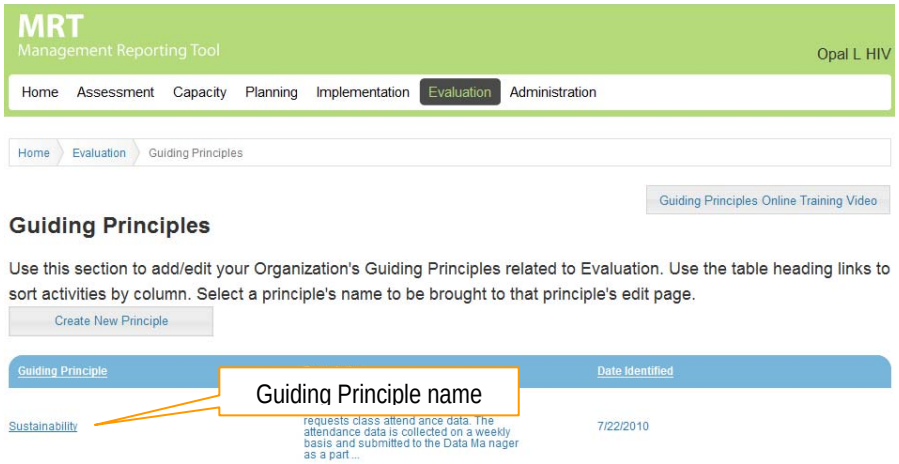


(This is a screenshot of the Guiding Principles Edit Form.)

© KIT Solutions® 2012

Editing Guiding Principles

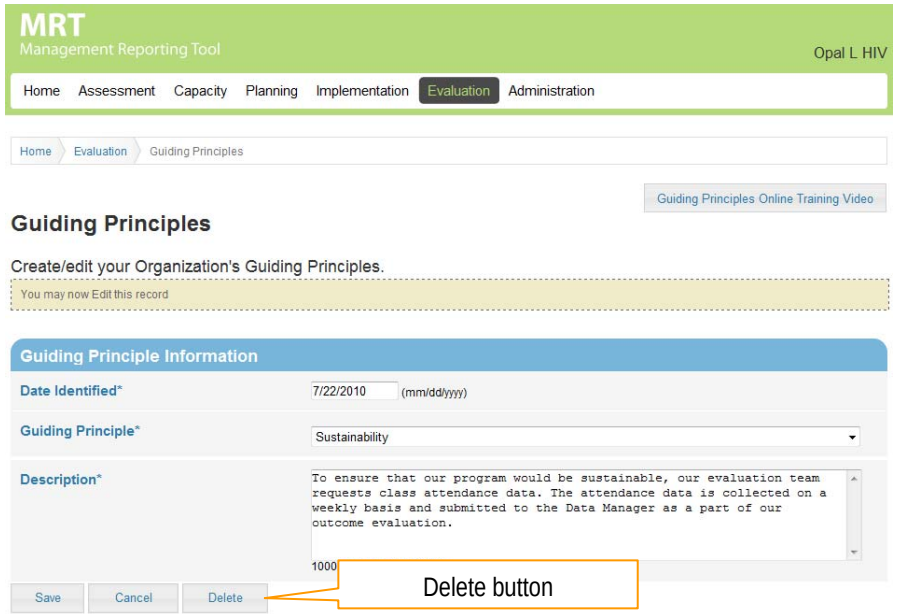
1. Click **Evaluation** from the main menu
2. Click **Guiding Principles** from the submenu.
3. From the listing page, select the guiding principle you wish to edit by clicking the Guiding Principle name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Evaluation Guiding Principles
Guiding Principles Online Training Video
Guiding Principles
Use this section to add/edit your Organization's Guiding Principles related to Evaluation. Use the table heading links to sort activities by column. Select a principle's name to be brought to that principle's edit page.
Create New Principle
Guiding Principle
Date Identified
Guiding Principle name
Sustainability
requests class attend ance data. The attendance data is collected on a weekly basis and submitted to the Data Ma nager as a part ...
7/22/2010

(This is a sample screenshot of the Guiding Principles Listing Page.)

Deleting Guiding Principles

1. Click **Evaluation** from the main menu
2. Click **Guiding Principles** from the submenu.
3. From the listing page, select the guiding principle you wish to delete by clicking the Guiding Principle name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


MRT
Management Reporting Tool
Opal L HIV
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Evaluation Guiding Principles
Guiding Principles Online Training Video
Guiding Principles
Create/edit your Organization's Guiding Principles.
You may now Edit this record
Guiding Principle Information
Date Identified*
7/22/2010 (mm/dd/yyyy)
Guiding Principle*
Sustainability
Description*
To ensure that our program would be sustainable, our evaluation team requests class attendance data. The attendance data is collected on a weekly basis and submitted to the Data Manager as a part of our outcome evaluation.
1000
Save
Cancel
Delete
Delete button

(This is a sample screenshot of the Guiding Principles Edit Form.)

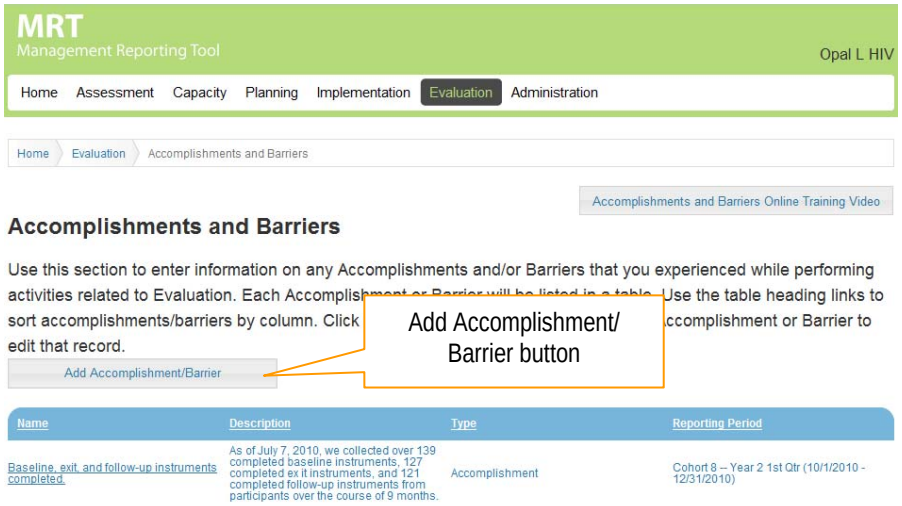
© KIT Solutions® 2012

Accomplishments and Barriers

Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Evaluation.

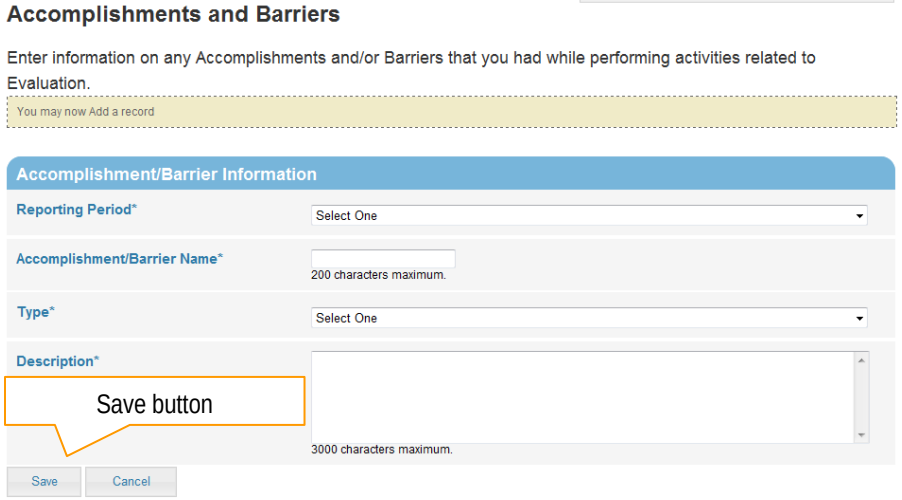
Adding an Accomplishment or Barrier

1. Click **Evaluation** from the main menu.
2. Click **Accomplishments and Barriers** from the submenu.
3. Click the Add Accomplishment/Barrier (**Add Accomplishment/Barrier**) button.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Evaluation. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click
ccomplishment or Barrier to edit that record.
Add Accomplishment/Barrier
Add Accomplishment/ Barrier button
Name
Description
Type
Reporting Period
Baseline, exit, and follow-up instruments completed.
As of July 7, 2010, we collected over 139 completed baseline instruments, 127 completed ex it instruments, and 121 completed follow-up instruments from participants over the course of 9 months.
Accomplishment
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)

(This is a sample screenshot of the Accomplishments and Barriers Listing Page.)

4. Select the reporting period when this accomplishment or barrier occurred from the **Reporting Period*** dropdown menu.
5. Enter a name for the accomplishment or barrier in the **Accomplishment/Barrier Name*** text box.
6. Select *Accomplishment* or *Challenge/Barrier* from the **Type*** dropdown menu.
7. Enter details about this accomplishment or barrier in the **Description*** text box
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

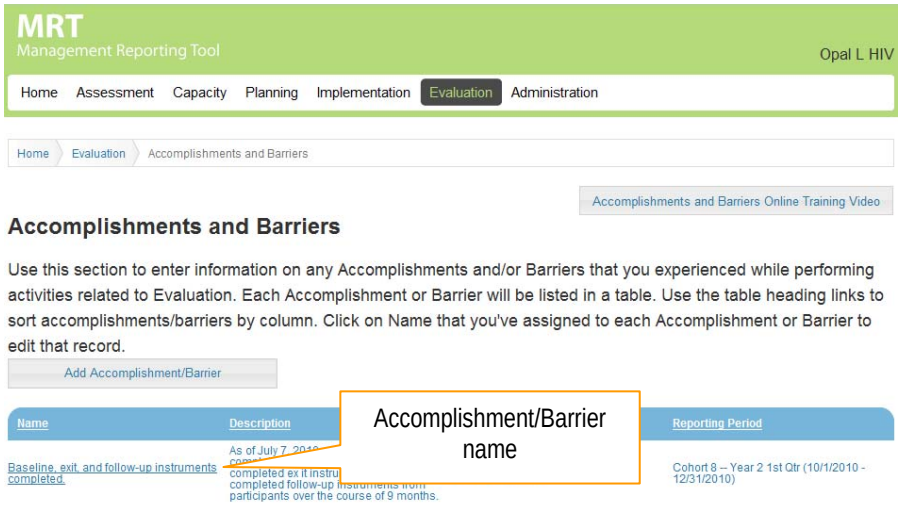


(This is a screenshot of the Accomplishments and Barriers Edit Form.)

© KIT Solutions® 2012

Editing Accomplishments and Barriers

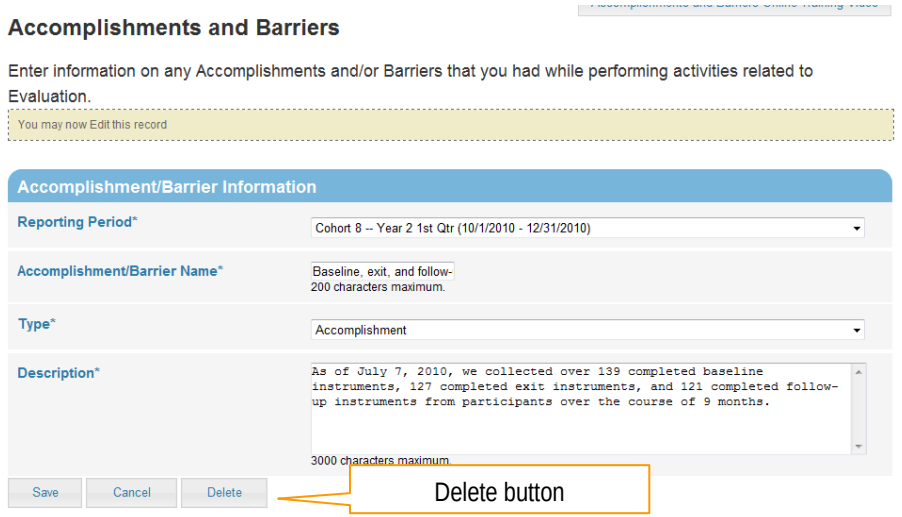
1. Click **Evaluation** from the main menu.
2. Click **Accomplishments and Barriers** from the submenu.
3. From the listing page, select the accomplishment or barrier you wish to edit by clicking the accomplishment/barrier Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Opal L HIV
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Evaluation. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit that record.
Add Accomplishment/Barrier
Name
Description
Reporting Period
Baseline, exit, and follow-up instruments completed.
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)
Accomplishment/Barrier name

(This is a sample screenshot of the Accomplishments and Barriers Listing Page.)

Deleting Accomplishments and Barriers

1. Click **Evaluation** from the main menu
2. Click **Accomplishments and Barriers** from the submenu.
3. From the listing page, select the accomplishment or barrier you wish to delete by clicking the accomplishment/barrier Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


Accomplishments and Barriers
Enter information on any Accomplishments and/or Barriers that you had while performing activities related to Evaluation.
You may now Edit this record
Accomplishment/Barrier Information
Reporting Period*
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)
Accomplishment/Barrier Name*
Baseline, exit, and follow-
200 characters maximum.
Type*
Accomplishment
Description*
As of July 7, 2010, we collected over 139 completed baseline instruments, 127 completed exit instruments, and 121 completed follow-up instruments from participants over the course of 9 months.
3000 characters maximum.
Save
Cancel
Delete
Delete button

(This is a sample screenshot of the Accomplishments and Barriers Edit Form.)

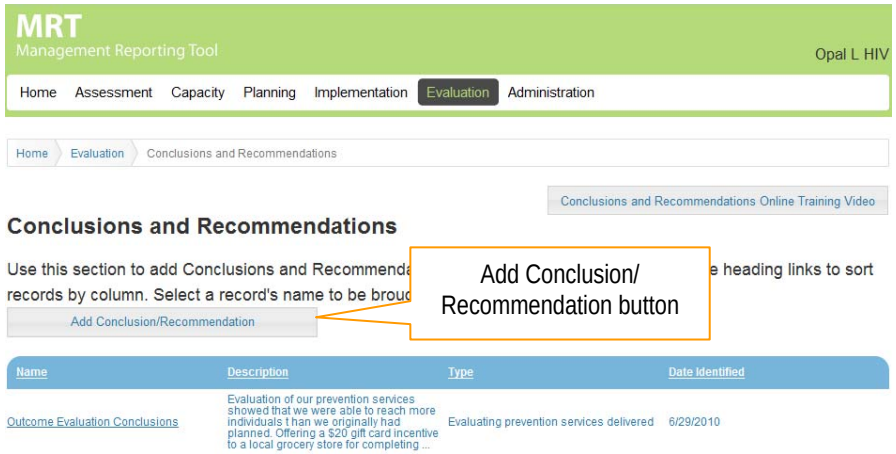
© KIT Solutions® 2012

Conclusions and Recommendations

Use this section to add Conclusions and Recommendations related to Evaluation.

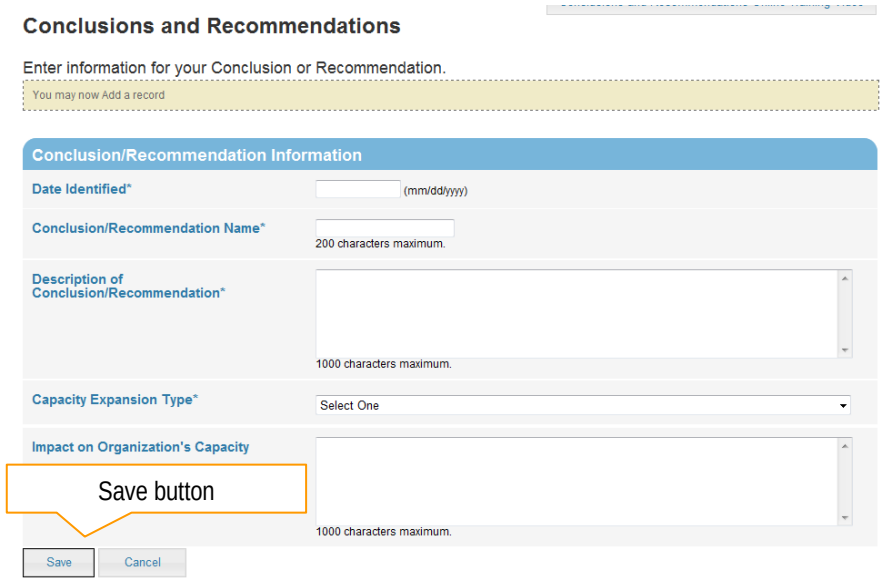
Adding Conclusions and Recommendations

1. Click **Evaluation** from the main menu.
2. Click **Conclusions and Recommendations** from the submenu.
3. Click Add Conclusion/Recommendation the (**Add Conclusions/Recommendations**) button.



(This is a sample screenshot of the Accomplishments and Barriers Listing Page.)

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Enter a name of the conclusion or recommendation in the **Conclusion/Recommendation Name*** text box.
6. Enter details about this conclusion/recommendation in the **Description of Conclusion/Recommendation*** text box.
7. Select the capacity expansion type from the **Capacity Expansion Type*** text box.
    a. If *Other* is selected, enter the **Other Capacity Expansion Type*** text box.
8. Enter details about how this objective will have an **Impact of Organization's Capacity**.
9. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

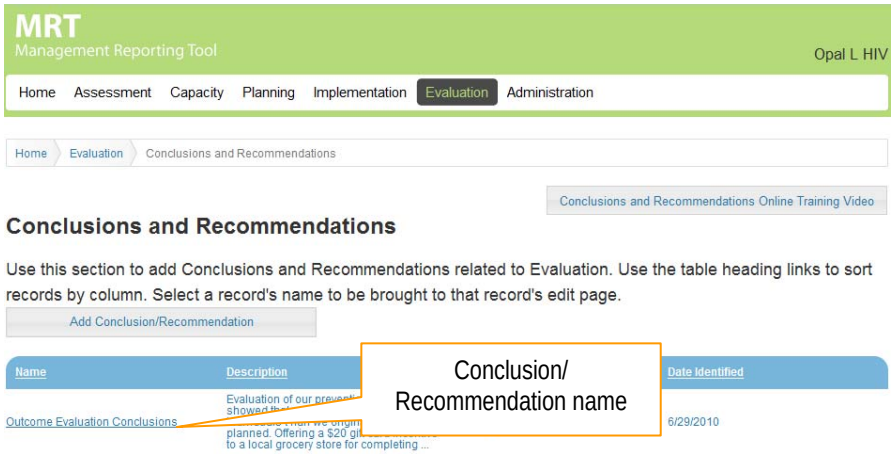


(This is a screenshot of the Accomplishments and Barriers Edit Form.)

© KIT Solutions® 2012

Editing Conclusions and Recommendations

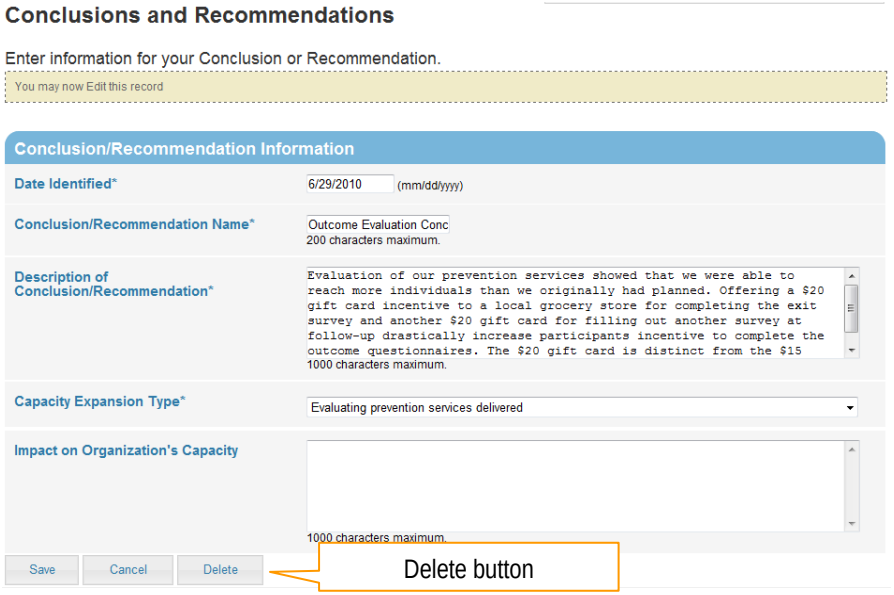
1. Click **Evaluation** from the main menu
2. Click **Conclusions and Recommendations** from the submenu.
3. From the listing page, select the conclusions and recommendations you wish to edit by clicking the conclusions and recommendations Name. The details will appear in Edit Mode.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a sample screenshot of the Accomplishments and Barriers Listing Page.)

Deleting Conclusions and Recommendations

1. Click **Evaluation** from the main menu
2. Click **Conclusions and Recommendations** from the submenu.
3. From the listing page, select the conclusions and recommendations you wish to delete by clicking the conclusions and recommendations Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


Conclusions and Recommendations
Enter information for your Conclusion or Recommendation.
You may now Edit this record
Conclusion/Recommendation Information
Date Identified*
6/29/2010
(mm/dd/yyyy)
Conclusion/Recommendation Name*
Outcome Evaluation Conc
200 characters maximum.
Description of Conclusion/Recommendation*
Evaluation of our prevention services showed that we were able to reach more individuals than we originally had planned. Offering a $20 gift card incentive to a local grocery store for completing the exit survey and another $20 gift card for filling out another survey at follow-up drastically increase participants incentive to complete the outcome questionnaires. The $20 gift card is distinct from the $15
1000 characters maximum.
Capacity Expansion Type*
Evaluating prevention services delivered
Impact on Organization's Capacity
1000 characters maximum.
Save
Cancel
Delete
Delete button

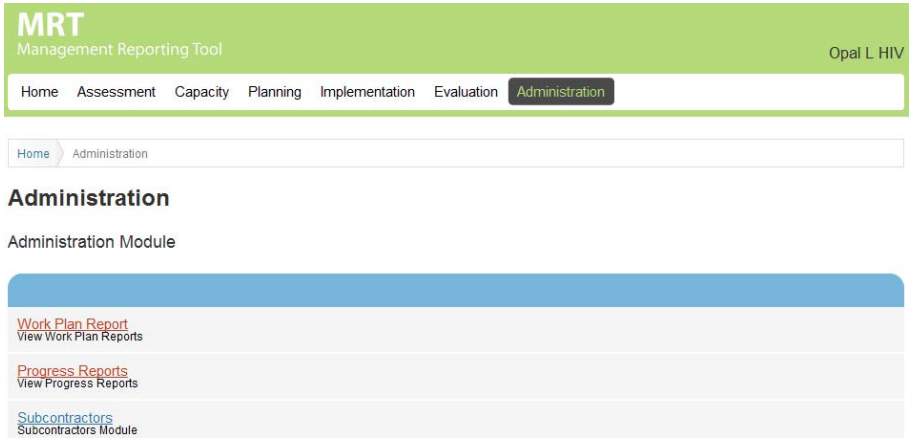
(This is a sample screenshot of the Accomplishments and Barriers Edit Form.)

© KIT Solutions® 2012

ADMINISTRATION

Within the Administration module, a user is able to perform the following tasks:

1. View and Submit Work Plan Reports.
   *Note: Please refer to the Work Plan Reports Manual for instructions on how to use this section.
2. View and Submit the Progress Report.
3. Enter, edit and delete Subcontractors.



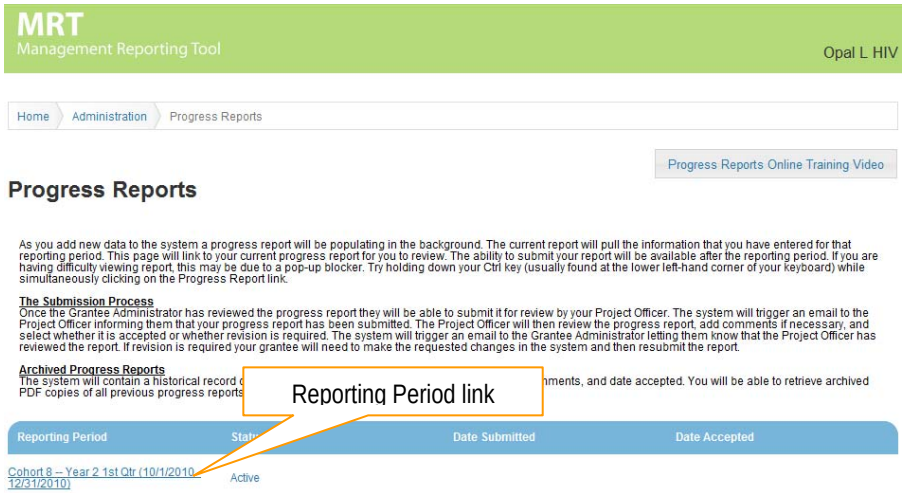
(This is a screenshot of the Administration Landing Page.)

© KIT Solutions® 2012

Progress Reports

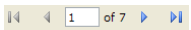
As you add new data to the system a progress report will be populating in the background. The current report will pull the information that you have entered for that reporting period. This page will link to your current progress report for you to review. The ability to submit your report will be available after the reporting period.

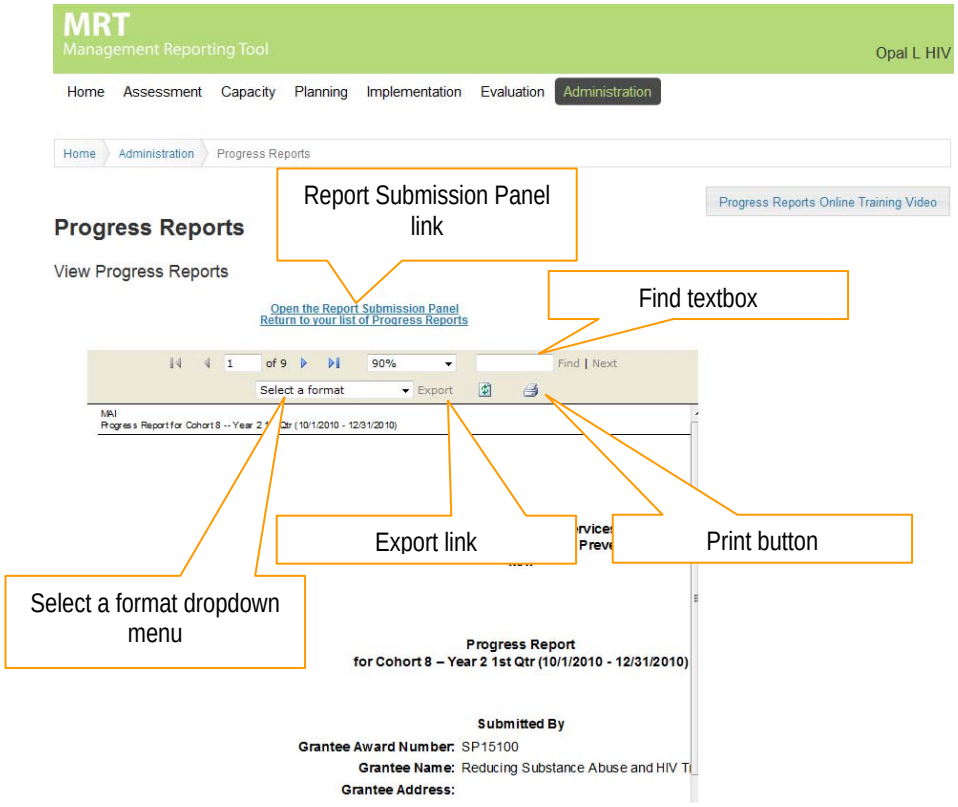
1. Click **Administration** from the main menu.
2. Click **Progress Reports** from the submenu
3. Click the Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010) (**Reporting Period**) link to be taken to Progress Report.


MRT
Management Reporting Tool
Opal L HIV
Home
Administration
Progress Reports
Progress Reports Online Training Video
Progress Reports
As you add new data to the system a progress report will be populating in the background. The current report will pull the information that you have entered for that reporting period. This page will link to your current progress report for you to review. The ability to submit your report will be available after the reporting period. If you are having difficulty viewing report, this may be due to a pop-up blocker. Try holding down your Ctrl key (usually found at the lower left-hand corner of your keyboard) while simultaneously clicking on the Progress Report link.
The Submission Process
Once the Grantee Administrator has reviewed the progress report they will be able to submit it for review by your Project Officer. The system will trigger an email to the Project Officer informing them that your progress report has been submitted. The Project Officer will then review the progress report, add comments if necessary, and select whether it is accepted or whether revision is required. The system will trigger an email to the Grantee Administrator letting them know that the Project Officer has reviewed the report. If revision is required your grantee will need to make the requested changes in the system and then resubmit the report.
Archived Progress Reports
PDF copies of all previous progress reports
nments, and date accepted. You will be able to retrieve archived
Reporting Period link
Reporting Period
Date Submitted
Date Accepted
Cohort 8 -- Year 2 1st Qtr (10/1/2010 - 12/31/2010)
Active

(This is a sample screenshot of the Progress Reports Listing Page.)

© KIT Solutions® 2012

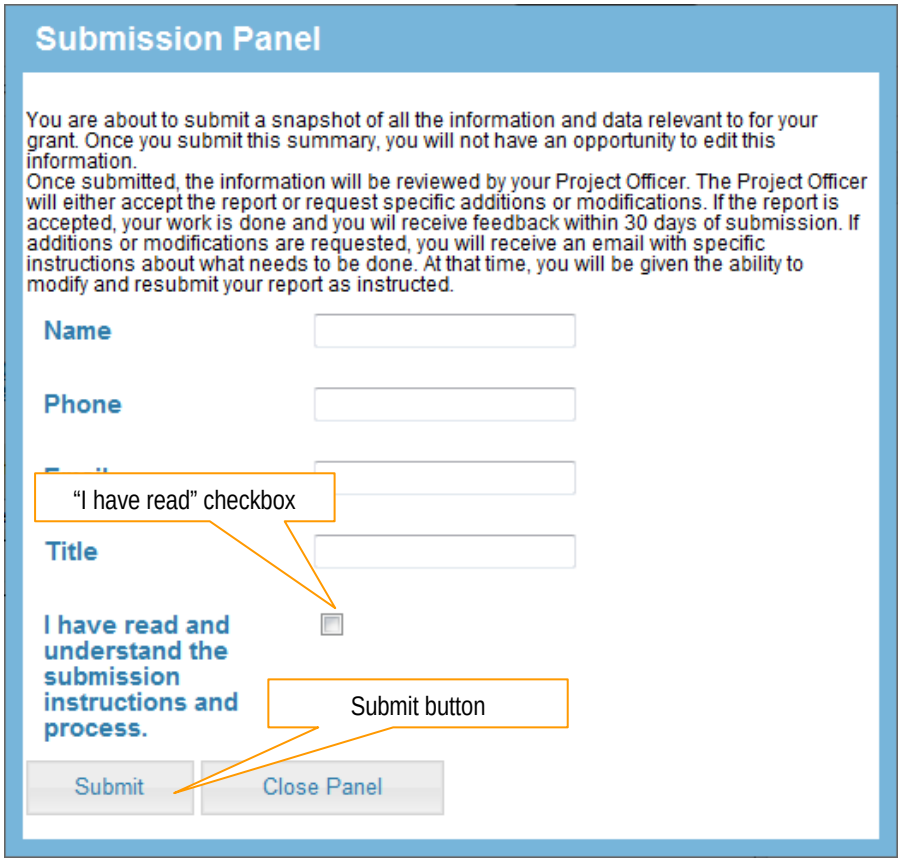
4. Click the arrows  to maneuver to other pages in the report. Clicking the single arrow forward or backward, will move the view to the next page or the previous page. The arrows with the bar can move the report view to either the first or last page of the report.
5. To move to a specific page in the report, type in a page number into this field and click the **Enter** button on your keyboard.
6. The box with the label *90%* can be used to change the level of magnification of the report. To change the level, click the black arrow on the right side of the blank and choose an appropriate percentage.
7. To find a specific word or phrase enter it into the **Find** textbox and click the (**Find**) link.
    a. Click the (**Next**) link to be taken to the next instance of the word or phrase.
8. To download the report, select the type of file you want from the **Select a format** dropdown menu and click the (**Export**) link.
9. Click the (**Printer**) button to print a copy of the report.
10. If you are ready to submit the Progress Report, click the (**Open the Report Submission Panel**) link to send the report to your Project Officer for approval.



(This is a sample screenshot of the Progress Report Viewing Page.)

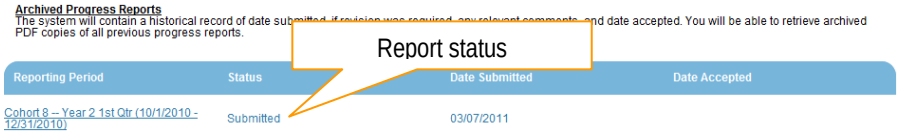
 © KIT Solutions® 2012

11. Enter your Name*, Phone*, Email* and Title* into their respective textboxes.
12. You must then confirm that you have read the submission instructions by selecting the *"I have read"* checkbox.
13. Click the Submit (Submit) button to submit the Progress Report.
    *Note: Click the Close Panel (Close Panel) button to cancel.


Submission Panel
You are about to submit a snapshot of all the information and data relevant to for your grant. Once you submit this summary, you will not have an opportunity to edit this information.
Once submitted, the information will be reviewed by your Project Officer. The Project Officer will either accept the report or request specific additions or modifications. If the report is accepted, your work is done and you wil receive feedback within 30 days of submission. If additions or modifications are requested, you will receive an email with specific instructions about what needs to be done. At that time, you will be given the ability to modify and resubmit your report as instructed.
Name
Phone
Title
I have read and understand the submission instructions and process.
"I have read" checkbox
Submit button
Submit
Close Panel

(This is a screenshot of the Progress Report Submission Panel.)

14. The Progress Report has now changed to *Submitted* status. The Date Submitted column will populate with the date the report was sent to your Project Officer.


Archived Progress Reports
The system will contain a historical record of date submitted, if revision was required, any relevant comments, and date accepted. You will be able to retrieve archived PDF copies of all previous progress reports.
Report status
Reporting Period
Status
Date Submitted
Date Accepted
Cohort 8 – Year 2 1st Qtr (10/1/2010 - 12/31/2010)
Submitted
03/07/2011

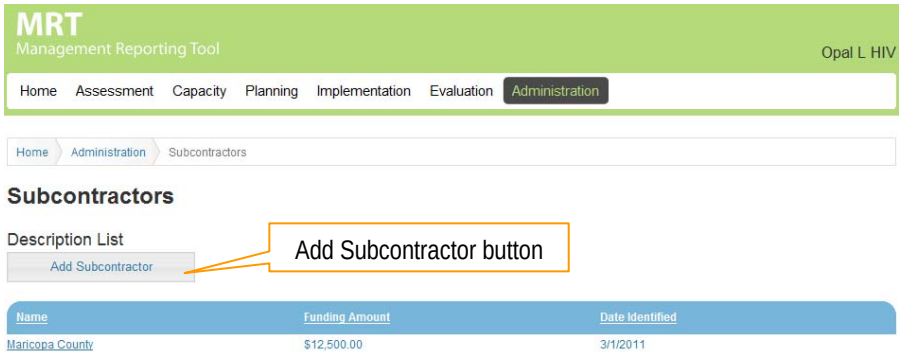
(This is a sample screenshot of the Archived Progress Report area.)

© KIT Solutions® 2012

Subcontractors

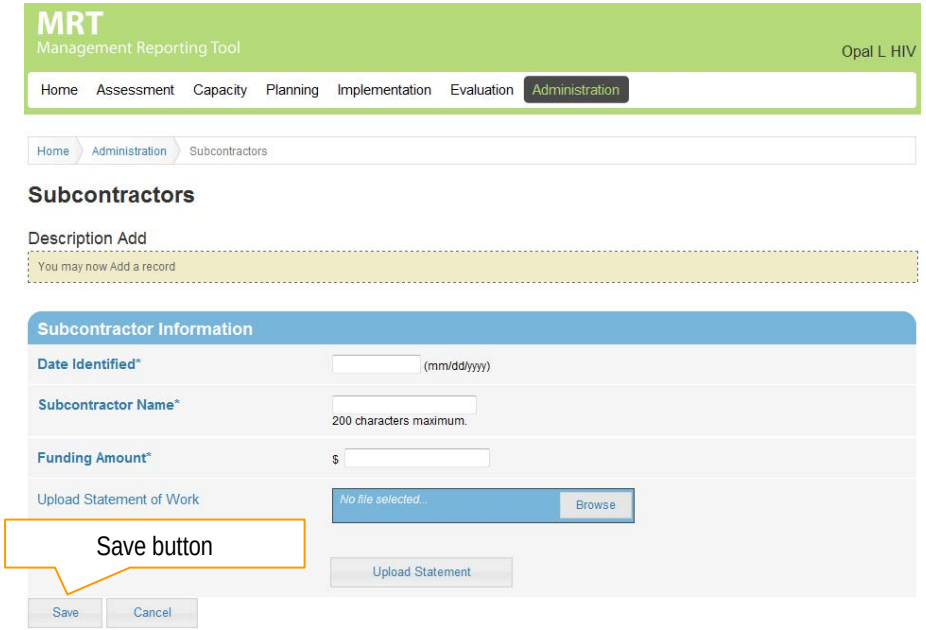
Adding Subcontractors

1. Click **Administration** from the main menu.
2. Click **Subcontractor** from the sub menu.
3. Click the Add Subcontractor (**Add Subcontractor**) button.



(This is a sample screenshot of the Subcontractors Listing Page.)

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
5. Enter a name of the subcontractor in the **Subcontractor Name*** text box.
6. Enter the funding amount into the **Funding Amount*** text box.
7. To Upload Statement of Work perform the follow steps:
   a. Click the Browse (**Browse**) button.
   b. Select the document you wish up upload. Click **Open**. The file path will now appear next to Upload Statement of Work.
      *Note: For instruction on how to view the uploaded document see Editing Subcontractors.
   c. Click the Upload Statement (**Upload Statement**) button.
8. Click the Save (**Save**) button.
   Note: To view the document that has been uploaded, simply click the link to the name of the document.

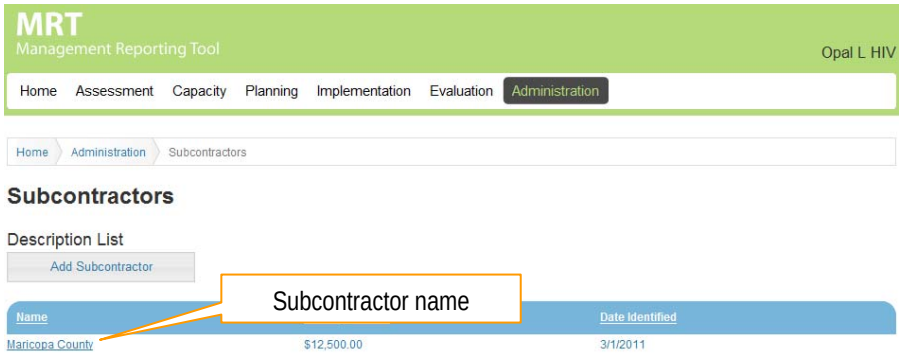


(This is a screenshot of the Subcontractors Edit Form.)

© KIT Solutions® 2012

Editing Subcontractors

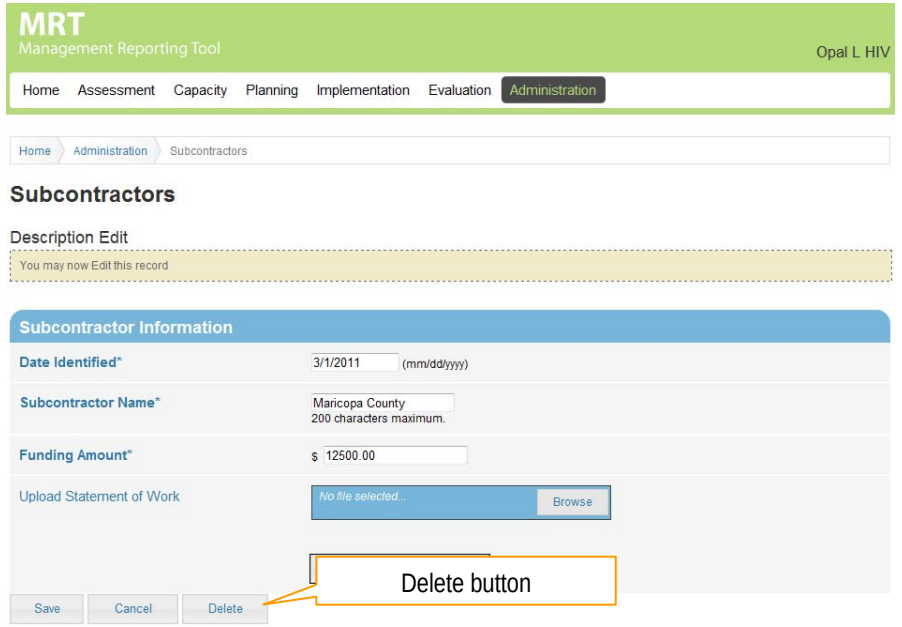
1. Click **Administration** from the main menu
2. Click **Subcontractors** from the submenu.
3. From the listing page, select the subcontractor you wish to edit by clicking the subcontractor Name. The details will appear in Edit Mode.
4. To view the document that has been uploaded, simply click the link of the name of the document.
5. Make any changes needed to the form.
6. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



(This is a sample screenshot of the Subcontractors Listing Page.)

Deleting Subcontractors

1. Click **Administration** from the main menu
2. Click **Subcontractors** from the submenu.
3. From the listing page, select the subcontractor you wish to edit by clicking the subcontractor Name. The details will appear in Edit Mode.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



(This is a sample screenshot of the Subcontractors Edit Form.)

© KIT Solutions® 2012

Progress Report Questions and Answers

The Progress Report populates in the background while entering data into the Strategic Prevention Framework steps in MRT. Below is a list of the questions that are answered in the Progress report, the type of answer that can be given for each question and the choices for each answer if they are defined.

© KIT Solutions® 2012